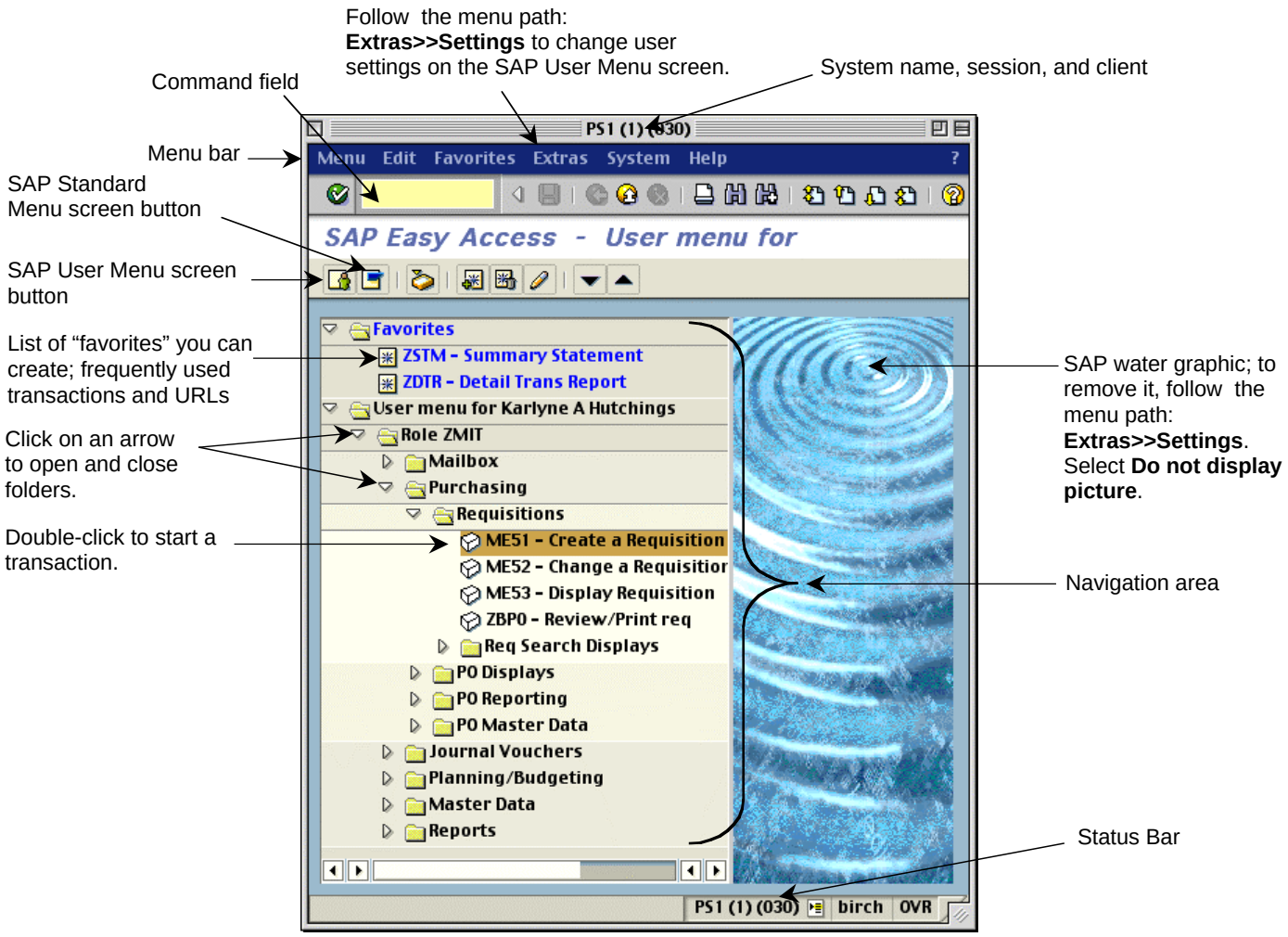
Navigating the SAP User Menu Screen Quick Reference – for Mac Users

PC Users (other side)


Follow the menu path:
Extras>>Settings to change user settings on the SAP User Menu screen.
Command field
System name, session, and client
Menu bar
SAP Standard Menu screen button
SAP User Menu screen button
List of "favorites" you can create; frequently used transactions and URLs
Click on an arrow to open and close folders.
Double-click to start a transaction.
SAP water graphic; to remove it, follow the menu path: **Extras>>Settings**. Select **Do not display picture**.
Navigation area
Status Bar
PS1 (1) (030)
Menu Edit Favorites Extras System Help
SAP Easy Access - User menu for
Favorites
ZSTM - Summary Statement
ZDTR - Detail Trans Report
User menu for Karlyne A Hutchings
Role ZMIT
Mailbox
Purchasing
Requisitions
ME51 - Create a Requisition
ME52 - Change a Requisitior
ME53 - Display Requisition
ZBP0 - Review/Print req
Req Search Displays
PO Displays
PO Reporting
PO Master Data
Journal Vouchers
Planning/Budgeting
Master Data
Reports
PS1 (1) (030) birch OVR

Navigation Area — Working area on the SAP User Menu screen where the menu and Favorites folders are located. Open the folders until you see a transaction name such as Create a Requisition. Double-click on it to start a transaction.

Navigation Path — Refers to the folders and transactions you need to access on the SAP User Menu screen to start a transaction. For example, the navigation path for Create a Requisition is:

- **User Menu**
- **Role ZMIT**
- **Purchasing**
- **Requisitions**
- **Create a Requisition**

Menu Bar — Allows you to perform some system and display functions through a dropdown menu.

Command Field — Another way of starting a transaction from any SAP screen instead of using the folders on the SAP User Menu screen. Type in a transaction code such as **/nme51** and press Enter to bring up the transaction.

User Menu button — Click on the SAP User Menu screen button to access the Roles menu folders for which you have authorization.

SAP Menu button — Click on the SAPMenu button to access the SAP menu folder, the equivalent of the SAP R/3 menu.

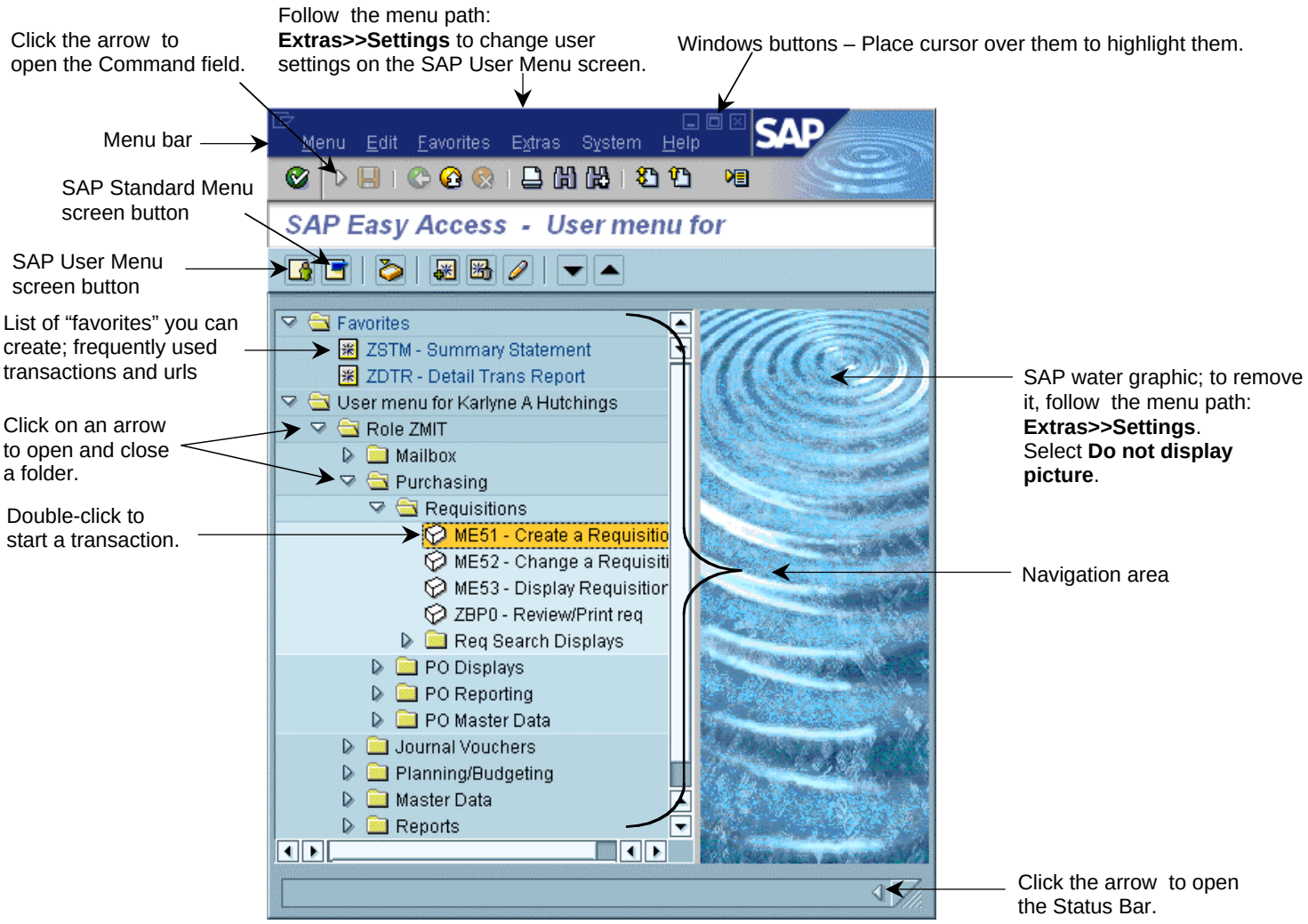
Create a Favorite — Open the folders and click on the transaction you want to add to the Favorites folder.

Follow the menu path: **Favorites >> Add** or click . To use the favorite, double-click on it.

Status Bar — Shows the same system information that is on top of the screen.

User Settings — The following settings can be turned on and off: display water graphic, display transaction code to the left of each transaction item, put Favorites folders on the bottom of the screen, display Role ZMIT folder, display only Favorites folder, but not menu ones.

Navigating the SAP User Menu Screen Quick Reference – for PC Users


Click the arrow to open the Command field.
Follow the menu path: **Extras>>Settings** to change user settings on the SAP User Menu screen.
Windows buttons – Place cursor over them to highlight them.
Menu bar
SAP Standard Menu screen button
SAP User Menu screen button
List of "favorites" you can create; frequently used transactions and urls
Click on an arrow to open and close a folder.
Double-click to start a transaction.
Menu Edit Favorites Extras System Help
SAP
SAP Easy Access - User menu for
Favorites
ZSTM - Summary Statement
ZDTR - Detail Trans Report
User menu for Karlyne A Hutchings
Role ZMIT
Mailbox
Purchasing
Requisitions
ME51 - Create a Requisitio
ME52 - Change a Requisiti
ME53 - Display Requisitior
ZBP0 - Review/Print req
Req Search Displays
PO Displays
PO Reporting
PO Master Data
Journal Vouchers
Planning/Budgeting
Master Data
Reports
SAP water graphic; to remove it, follow the menu path: **Extras>>Settings**. Select **Do not display picture**.
Navigation area
Click the arrow to open the Status Bar.

Navigation Area Working area on the SAP User Menu screen where the menu and Favorites folders are located. Open the folders until you see a transaction name, such as Create a Requisition. Double-click on it to start a transaction.

Navigation Path Refers to the folders and transactions you need to access on the SAP User Menu screen to start a transaction. For example, the navigation path for Create a Requisition is:

- **User Menu**
- **Role ZMIT**
- **Purchasing**
- **Requisitions**
- **Create a Requisition**

Menu Bar Allows you to perform some system and display functions through a dropdown menu.

Command Field Another way of starting a transaction from any SAP screen instead of using the folders on the SAP User Menu screen. Type in a transaction code such as **/nme51** and press Enter to bring up the transaction.

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SAP Menu button Click on the SAP Menu button to access the SAP menu folder, the equivalent of the SAP R/3 menu.

Create a Favorite Open the folders and click on the transaction you want to add to the Favorites folder.

Follow the menu path: **Favorites >> Add** or click . To use the favorite, double-click on it.

Status Bar When open, shows system name, session, and client on the left.

User Settings The following settings can be turned on and off: display water graphic, display transaction code to the left of each transaction item, put Favorites folders on the bottom of the screen, display Role ZMIT folder, display only Favorites folder, but not menu ones.

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SAP – Frequently Used Buttons – Quick Reference

Note: Keyboard shortcuts for the same buttons may be different depending on the SAP screen you are using.

Standard Toolbar Buttons

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	Enter key	Enter/Continue		Ctrl P	Print		Page Down	Next page
	Ctrl S	Save to database		Ctrl F	Find		Ctrl Page Down	Last page
	F3	Back		Ctrl G	Continue Search	(Mac only)	F1	Help
	Shift F3	Exit system task		Ctrl Page Up	First page	(PC only)	None	Create new session
	F12	Cancel		Page Up	Previous page	(PC only)	Alt 12	Customize local layout

Application Toolbar and Screen Buttons

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	F8	Execute		Shift F2	Delete		Shift F5	Get variant
	F5	Overview		None	Update/ Refresh		Shift F6	Selection screen help

Navigation Buttons

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	Enter key	Enter/Continue/ Copy		F8	Scroll left		Ctrl Shift F1	Move Favorites Up
	F12	Cancel		Shift F1 Shift F7	Scroll right Next Item		Ctrl Shift F2	Move Favorites Down
	Ctrl F10	User menu		Ctrl F11	SAP menu		Ctrl F12	Business Workplace Menu
	Ctrl F7	Previous layout		Ctrl F8	Next layout		F6	Display Period screen

Matchcode Buttons

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
(Mac)	F4	Display Matchcode list		F6	Insert in personal list. Click on an item, then on the button.
(PC)	F4	Display Matchcode list		Shift F6	Display personal list. After you create the personal list, click to end the list.
	Shift F6	Restores the original Matchcode list	(PC only)	Shift F4	Hold list displayed while you make a selection. Click on the button, then double-click to select a value.

Working with Data

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	Ctrl F1	Select all items		Ctrl F2	Deselect all
	Ctrl F3	Start/end of block. Select first item; click button. Select last item; click button.		Ctrl F6	Display results
	F5	Change sort order to descending or ascending.		None	Multiple Selection. Include or exclude single values or ranges.
	F7	Display all possible values.		F8	Collapse All
	Shift F4	Dynamic Selections. Allows you to select additional fields for search criteria.		Shift F5	Restrict values on Matchcode list.
	F2	Selection Options. Choose values <, >, ≠, etc.		F5 (Mac)	Display → Change. Switches from display to change mode.
	None	Replace item back into workflow in Workflow Inbox.			

Transactions

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	F6	Display header details.		F2	Display details
	F2	Display line item details.		Ctrl Shift F6	Show release strategy for PO.
	Shift F6	Display conditions for a PO line item.		Ctrl F11	Display delivery address.
	F7	Display the vendor address for a PO.		Shift F5	Display the delivery schedule for a PO line item.
	Shift F5 Ctrl F12	General Statistics (Reqs) PO History		None	Services for object (Display JVs, Reqs)

Text

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	Shift F2	Delete selection line		F9	Paste text into field after you copy or cut it. Position the cursor and click the button.
	Ctrl F10 Shift F6	Item text (POs) Detailed text (JVs)		F9	Select. Click in a line item, then on the button.
 (PC only)	Ctrl Shift F1	Cut text (JV item text)	 (PC only)	Ctrl Shift F2	Copy text (JV item text)
	F6	Create text (JVs)	 (Mac only)	Shift F4	Search and replace words in the JV text screen.

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Frequently Used G/L Accounts

The entire list of G/L accounts is available at: *http://web.mit.edu/cao/www/GLaccounts/index.html.*

External Revenue

G/L Account	Description
800018	External Sales-Service
801035	External Sales
801063	Conference & Events Revenue
800303	Other Receipts
800600	Sponsored Billings

Internal Revenue

G/L Account	Description
801046	Internal Billings-Service
801062	Internal Billings-Sales
800325	Transfers In
800326	Transfers Out
800705	Draft Transfers In
800706	Draft Transfers Out

Salary and EB Expenses

G/L Account	Description
400005-400999	Salary-Related Expenses
490100-490103	Salary Corrections & Adjustments
600100-600111	Allocated Salaries
600200-600299	EB (Employee Benefits)
490200-490300	EB (Employee Benefits) Corrections & Adjustments

Overhead Expenses

G/L Account	Description
600300-600399	F&A (Facilities & Administrative)
490300-490325	F&A (Facilities & Administrative) Corrections & Adjustments
600400-600449	Fund Fee
490326-490350	Fund Fee Corrections & Adjustments

Authorized Total

G/L Account	Description
400000	Authorized Total

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Non-Salary Expenses

G/L Account	Description
420050	Travel Expenses
420060	Travel-Not MTDC (modified total direct cost)
420070	Travel-Foreign Expenses
420080	Travel-Unallowable Cost
420081	Travel-Professional Development
420106	Audio Visual Expense
420140	Conference Expenses (employees attending)
420166	Entertainment
420184	Graphics & Signage
420220	Maint & Repairs & Reconditioning
420226	Materials and Services
420254	Non-Reimbursable Expenses
420258	Office Supplies
420260	Outside Purchases
420262	Temporary Help
420274	Parking Expense
420286	Facilities Plant Expense-not MTDC (modified total direct cost)
420298	Professional Services/Consulting
420310	Raw Materials
420314	Record Project Overrun-not MTDC (modified total direct cost)
420318	Recreation-Related Expenses
420338	Service Contracts
420344	Seminar/Workshop/Conference Costs
420392	Copying Expense
420600	Subrecipient Agreement
420610	Subcontracts
420620	Subrecipient Agreement-not MTDC (modified total direct cost)
420710	Consultants
420720	Contract Services
420800	Books & Publications
420840	Printing
420875	Publications
420890	Subscriptions
420920	Postage Mailing and Shipping
421000	Meetings-Food & Beverages
421010	Meetings-Materials & Supplies
421205	Alcoholic Beverages
421586	Membership and Dues
421753	Non-IS Telephone and Network Charges
421818	Equip/Furniture-Major-not MTDC (modified total direct cost)
421827	Equip/Furniture-Minor
421833	Equipment Rental-not MTDC (modified total direct cost)
421900	Computer Supplies & Peripherals
421925	Software
422325	Educational Plant

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SAP Matchcode Quick Reference

Display Matchcode List or Search	Click in the field and then on the Matchcode button to the right of the field. *Note:* Not all fields have Matchcodes. ***Mac:*** ***PC:***

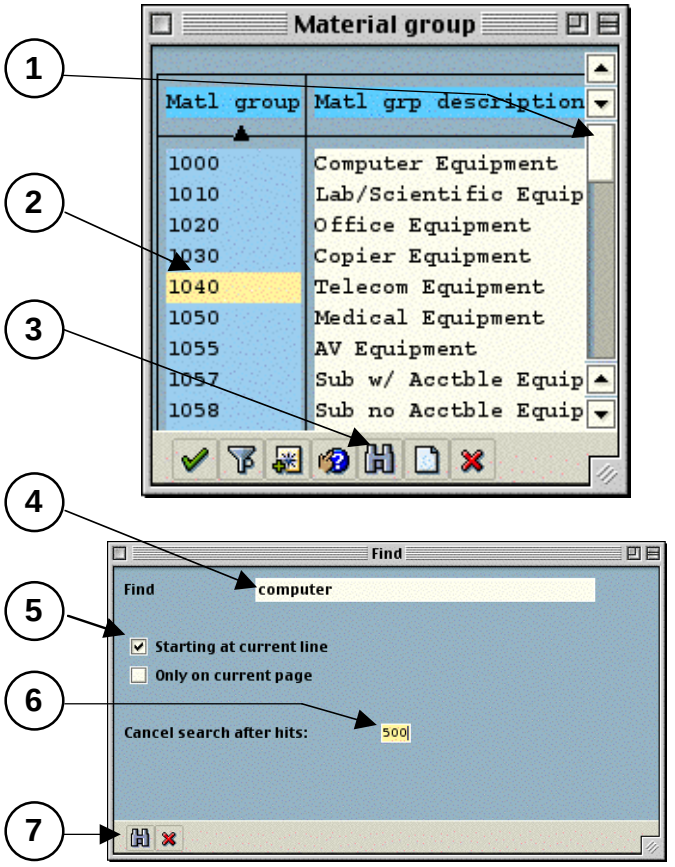
Types of Matchcodes

A. Hit List – for a short list of values –

1. Scroll down to see all the values.
2. Double-click on a value such as 1040 to select it.

Search the Hit List (optional):

3. Click the **Find** button.
4. When the **Find** box appears, type in a search term such as computer.
5. Clear the check boxes for **Starting at current line** and/or **Only on current page** unless you want to limit your search accordingly.
6. Type in a number to limit or expand your search results in **Cancel search after hits**.
7. Click the **Find** button at the bottom of the screen.
8. Double-click on the value to select it from the list that appears.
9. Double-click again to copy it into the entry field.



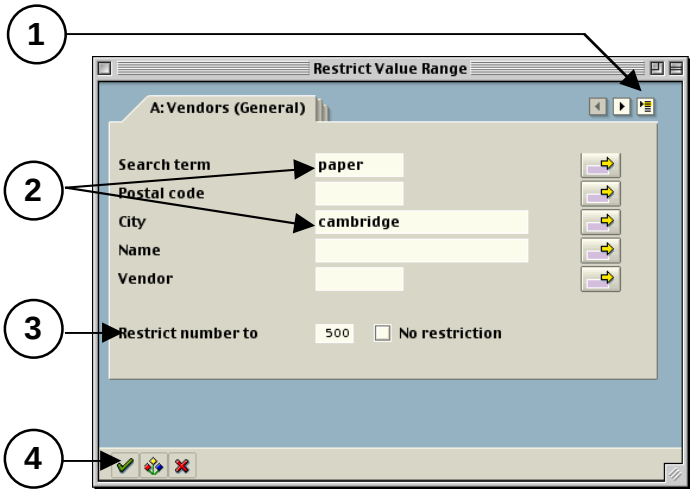
B. Restrict Value Range – category search –

On a Mac:

1. Click on the Tab List button and select from the list. (The name of the tab may be wrong for the category you selected but the screen is correct.)
2. Type in your search term. You can enter more than one field.

TIP: Type part of the word followed by an asterisk, (such as **sera***) if you don't know the full name.

3. Type in a number in the **Restrict display to** field to limit your search or click **No restrictions**.
4. Click the **Enter** button.
5. Double-click on the value to select it.



On a PC:

1. Click on the arrows to scroll through the tabs, then click on one; or use the Tab List button and select from the list like the Mac.

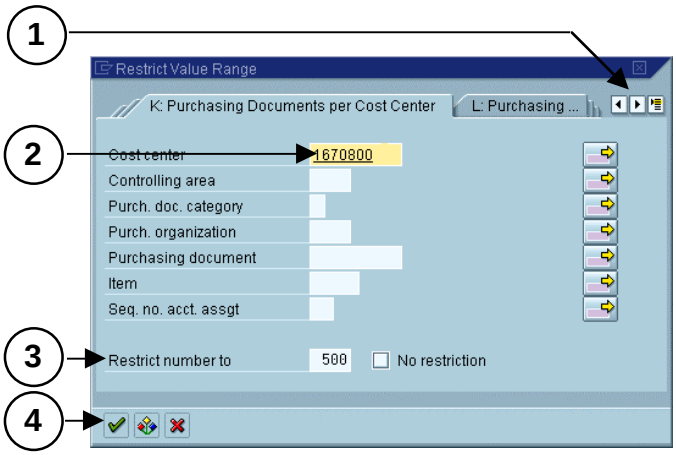
2. Type in your search term. You can enter more than one field.

TIP: Type part of the word followed by an asterisk, (such as **sera***) if you don't know the full name.

3. Type in a number in the **Restrict number to** field to limit your search or click **No restriction**.

4. Click the **Enter** button.

5. Double-click on the value to select it.

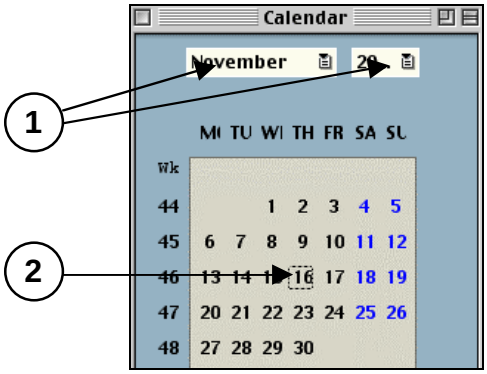


C. Calendar Search – for month, day, and year –

On a Mac:

1. Click on the month and year on top of the screen. Select from the dropdown list.

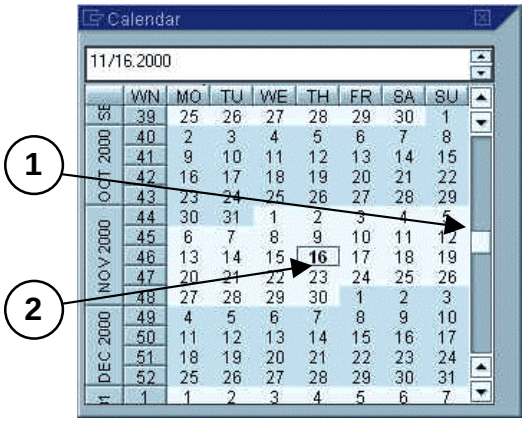
2. Double-click on the number in the middle to select a day.



On a PC:

1. Scroll up and down in the navigation bar on the right to find the month and year. They are listed on the left side of the box.

2. Double-click on the number in the middle to select a day.



Create your own Personal Matchcode List (on the Hit List Matchcode screen)

Insert in Personal List	Add a value to your list. Click on a value, then on the button. Repeat for as many values as you want in the list.
Display Personal List	*Displayed after you select a personal value.* Click on this button *after* you select your values to view the entire list. This list then becomes the default whenever you click on the Matchcode button for that field.
Delete from Personal List	*Same button as the Insert button but on the Personal Value List screen*. Click on a value, then on the button to delete the value from the personal list.
Display all values	*Used on the Personal Value List screen*. Click to display the original Matchcode list.

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SAP - Create Journal Voucher Quick Reference

Navigating to Create Journal Voucher	From the SAP Easy Access Screen, follow the navigation path: **User Menu ➔ Journal Vouchers ➔ Parked JVs ➔ Create a Parked JV** Or use the transaction code: **/nf-65**

1. Complete Initial Screen:

Document date: Today's date or the receipt date from the source document. For FY documents enter 06/30/*yy* (*yy*=fiscal year that just ended).

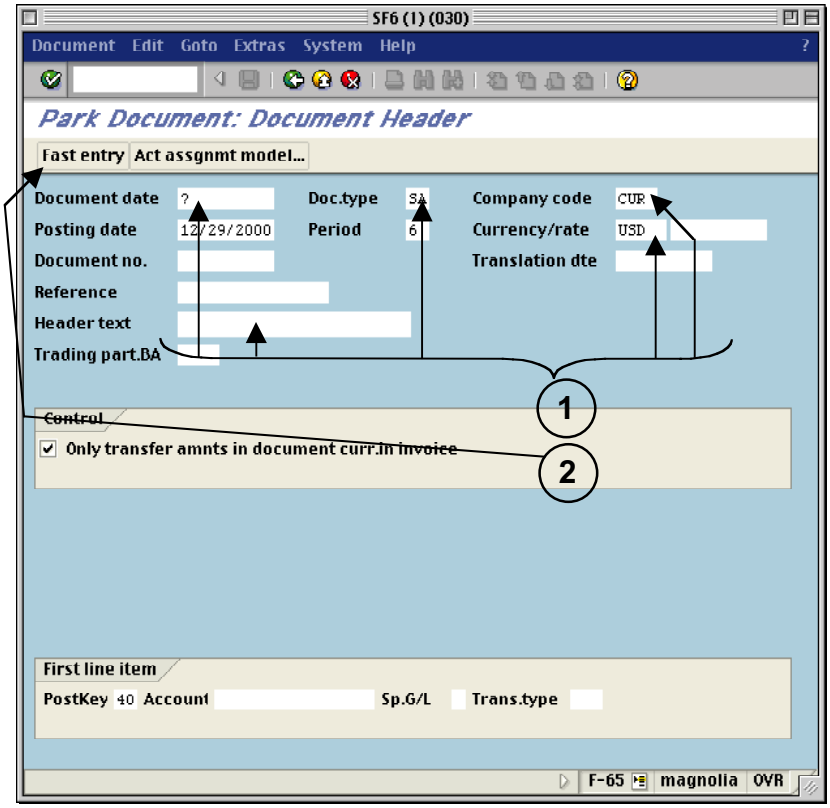
Doc.type: SA – for periods 1-12
FY – for period 13

Company code: Select correct company code.

Posting date: Today's date or the receipt date from the source document. For FY documents enter 06/30/*yy* (*yy*=fiscal year that just ended).

Currency/rate: USD

Header text: *(Optional)* Short description of the transaction, for your reference only



2. Click the Fast entry button.

3. Enter Debits and Credits:

Complete the following fields for each line item:

PK: Posting Key:
40 – for debit
50 – for credit

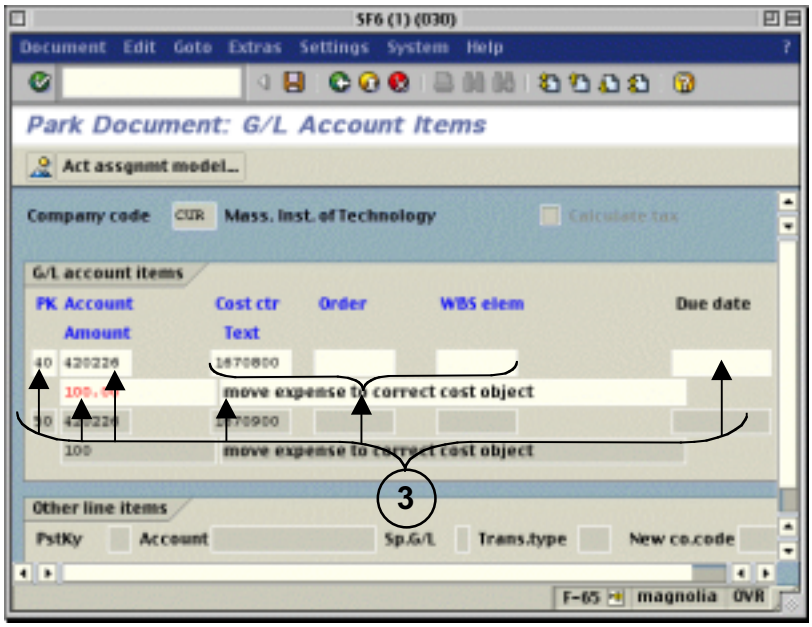
Account: G/L account

Cost ctr: Enter only one cost object.
Order
WBS element

Due date: Enter date of original transaction; otherwise leave blank. If cost object has closed since the transaction occurred, you can backdate the expense.

Amount: Amount of debit or credit

Text: Description of transaction



Note: *Be sure debits & credits balance to zero.*

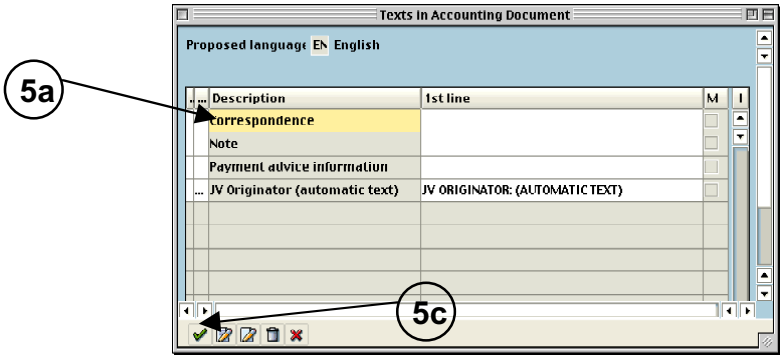
4. Follow the menu path:
Extras >> Texts…

5. Enter Explanatory Text

a) In the “Text in Accounting Document” dialog box, double-click on 'Correspondence.

b) Type an explanation in the Text Screen and click the **Back** button.

c) You are returned to the “Text in Accounting Document” dialog box. Click the **Enter** button.

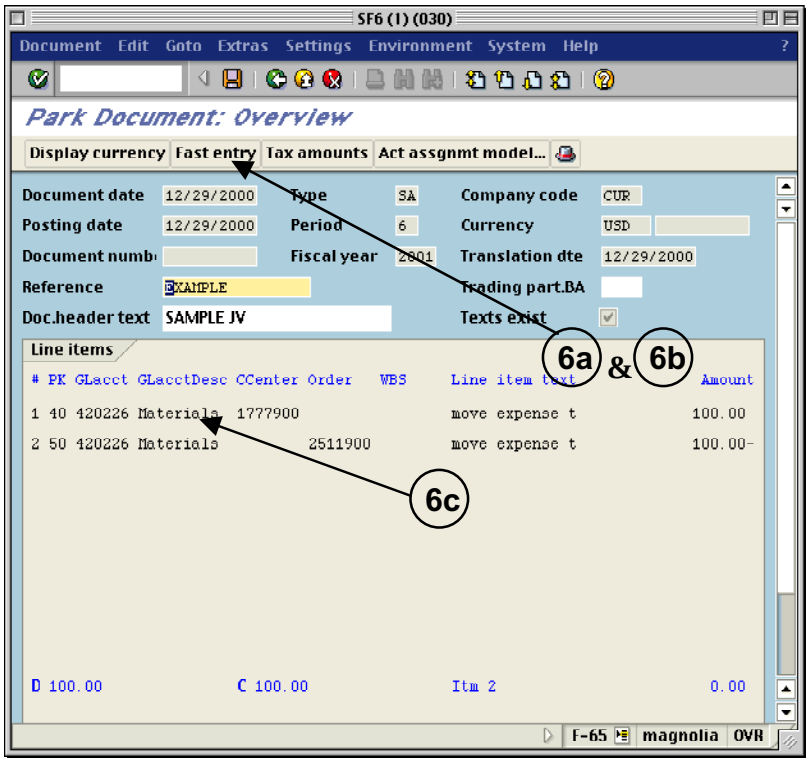


6. Add, Change, or Delete line items:

a) To add line items, click the **Fast entry** button and enter line items as described above.

b) To change a line item, click the **Fast entry** button and make changes on the Fast Entry screen. Then follow the menu path: **Extras >> Texts…** to make text changes.

c) To delete a line item, click the line item once to select it and follow the menu path: **Edit >> Delete**.



7. Park the Journal Voucher

To save the JV and work on it later:

Follow the menu path:
Document >> Park document

Note: *Write down the document number that appears at the bottom of the Initial Screen.*

8. Complete the Journal Voucher

To submit the JV for review and posting:

a) Follow the menu path:
Document >> Complete.

b) The “Backup Notification” dialog box asks if you are sending backup to CAO. Click Yes or No accordingly (Do NOT click Cancel).

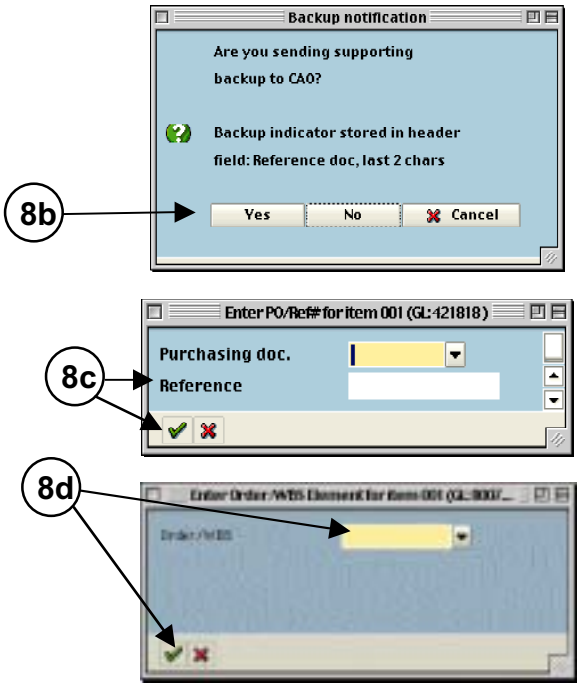
Note: *Include the document number with all backup. Your JV will not be posted until the backup is received and matched with the JV.*

c) For each line item with a property G/L account, enter a PO number or an external reference number and click the **Enter** button.

d) For each line item with an underrecovery G/L account, enter a WBS element if you are in a department, lab, or center. Only CAO can enter either a WBS or an internal order. Click the **Enter** button.

e) A dialog box tells you whether the JV will be posted directly or sent for review. Click the **Enter** button.

Note: *Write down the document number that appears at the bottom of the Initial Screen.*



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SAP Journal Voucher Upload Quick Reference

For SA and FY Journal Documents

I. Type your data into a spreadsheet file using the following format:

A	B	C	D	E	F	G	H*	I*	J*
	1777900	420050	Transfer travel expenses	05/01/2002	450				
	1734567	800704	Fund U/R	05/01/2002	5622				6789000
	1670900	420050	Transfer travel expenses	05/01/2002		450			
X	2345678	800703	Fund U/R	05/01/2002		5622			6789000

Note: *Do not type in the column headings. They are shown for clarity only.*

Col	Description	Rules
A	End of document marker	Type "X" to mark the last line of the journal document in your upload file. No more than 800 lines per uploaded journal document. The last line must contain an amount; it cannot be 0.
B	Cost object (7 digits)	Enter the cost center, internal order, or WBS element to be credited or debited.
C	G/L account number (6 digits)	Enter the G/L account number identifying the expense or revenue.
D	Description	A short description of the line item text of the JV charge, up to 40 characters.
E	Transaction date (mm/dd/yyyy)	Date the activity occurred. Must be within begin and end dates of cost object. To format a 4-digit year, see: http://web.mit.edu/sapr3/docs/webdocs/finop/jv/foJVUPprepch.html
F	Debits	The amount to be debited. Format as follows: • No plus signs (+), no minus signs (-), no dollar signs ($) • Commas and decimal points are optional • Enter one debit per line in the file
G	Credits	Amount to be credited. Same rules as for debits. Total debits and credits must balance.
***H**	Purchase Order number (10 characters)	Only enter if the G/L account number is 421818 (Equipment-not MTDC).
***I**	External (reference) number (12 characters)	Only enter if the G/L account number is 421818 (Equipment-not MTDC) and there is no PO number. This may be a purchase requisition number.
***J**	Underrecovery WBS or internal order (7 characters)	Only used for underrecovery. If you are a dept., lab, or center, enter a WBS for each line item with an underrecovery G/L account. Only CAO can enter either a WBS or an internal order.

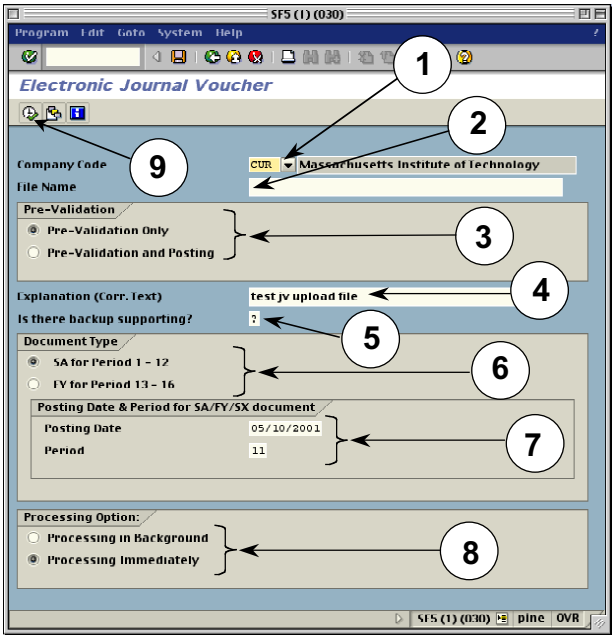
**Special fields. See the above Rules for when to use.*

II. Save your file as type: Text (Tab delimited).

III. Upload your file in SAP.

*From SAP User Menu screen, use the transaction code **/nzjva** or follow the navigation path:*
User Menu ➔ Role ZMIT ➔ Journal Vouchers ➔ Spreadsheet Uploads ➔ SA/FY JV Documents

1. Select the company code from the Matchcode list.
2. If you know the file name and path, type it in here. Otherwise, use the Matchcode button to select it.
3. Choose **Pre-validation Only** to check the file for errors but not post the transactions. Select **Pre-validation and Posting** to check the file for errors first, and if error-free post the transactions to SAP.
4. Enter an explanation for all line items (72 spaces).
5. Enter Y if you will be sending backup documents to CAO; enter N if you won't.
6. For normal charges, choose **SA** and skip to Step 8. For charges in closing period 13, choose **FY**.
7. For FY charges ONLY, enter the last day of the fiscal year for the posting date (e.g., 06/30/2001) even though the screen says SA/FY/SX documents. Enter 13 for the period (CAO uses 14–16). Otherwise, leave the default date.
8. Choose **Processing in Background** for files over 100 lines. **Processing Immediately** is for files 100 lines or less.
9. Click the Execute button.

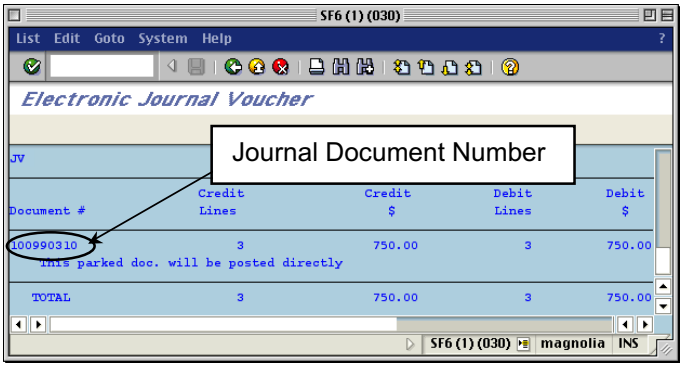


IV. Check the results of the upload.

If you chose Processing in Background, go to Step 11.
If you chose Processing Immediately:

10. For **Pre-validation and Posting** with no errors, the "Electronic Journal Voucher" screen shows the journal document number on the left.

For **Pre-validation only** with no errors, redo the upload and choose **Pre-validation and Posting** in Step 3 to post the JVs.

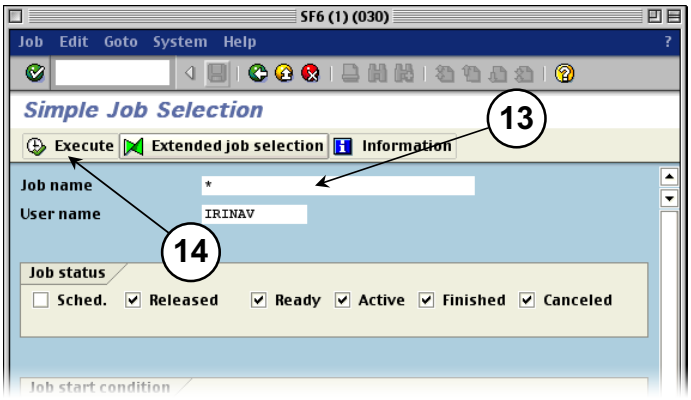


For both options: If errors are found, correct them and redo the upload.

For Processing in Background (Steps 11–19):

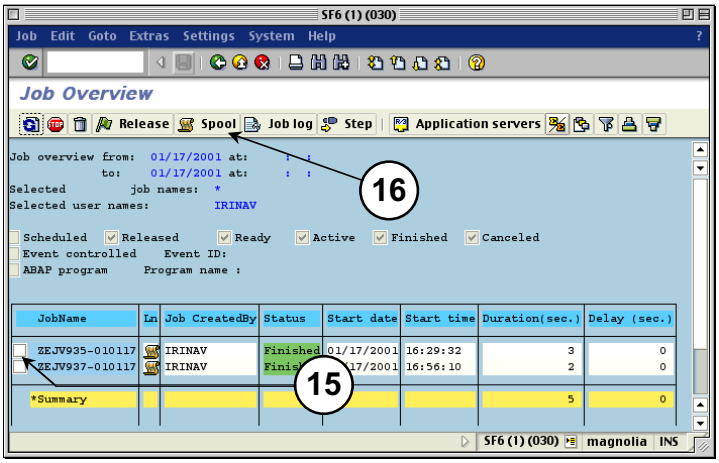
11. A dialogue box displays the background job number. Write down the job number. Click the Enter button.

12. To see the results of your upload, check the background job directly after executing it. Follow the menu path: **System>>Services>>Jobs>>Job overview**



13. Type in the job number from Step 12 or leave the asterisk (*) to list all your jobs.

14. Click the Execute button to go to the "Job Overview" screen.

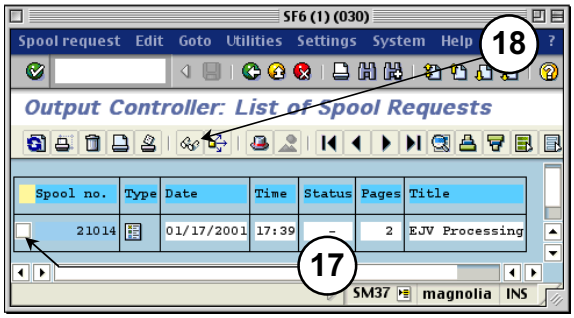


15. When the job is finished, select the job name.

16. Click the Spool button. The "Output Controller: List of Spool Requests" screen is displayed.

17. Select the spool number.

18. Click the Display button. The "Graphical display of spool request…" screen is displayed.



19. Scroll to the bottom of the screen to see your job results.

For **Pre-validation and Posting** with no errors, the journal document number is on the left.

For **Pre-validation only** with no errors, redo the upload and choose **Pre-validation and Posting** in Step 3 to post the JVs.

For both options: If errors are found, correct them and redo the upload.

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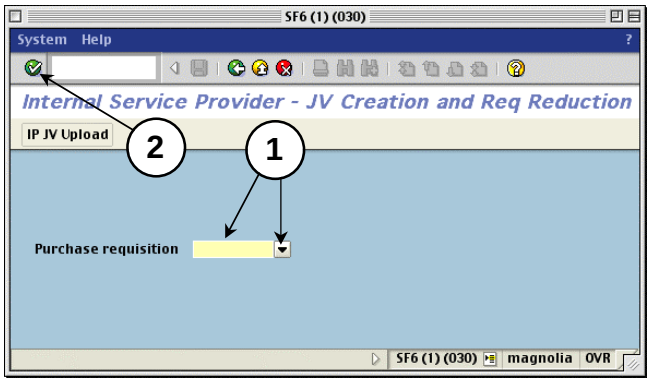
SAP – Internal Provider Billing Quick Reference

Navigating to Create a JV for SAP reqs	From the SAP User Menu screen, follow the navigation path: **User menu➔Role ZISP➔Billing➔Create ISP JV** Or use the transaction code: **/nzip1**

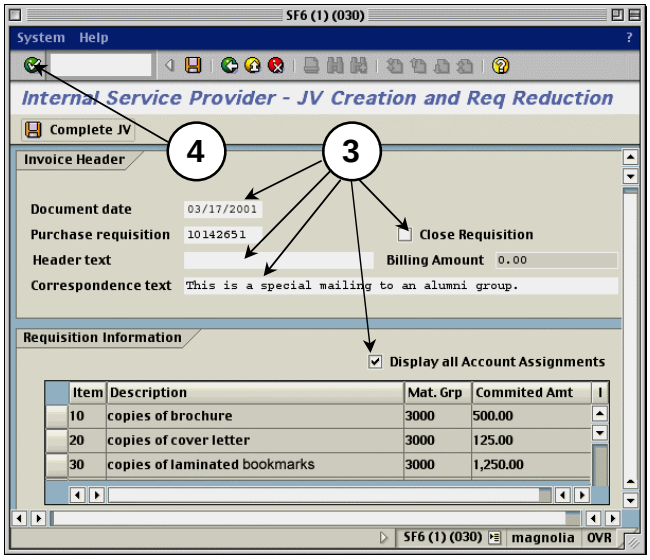
1. **Enter the purchase requisition that you want to post a JV to or use the Matchcode button to search for it.**



2. **Click the Enter button** .

3. **Complete text fields and display req line items.**

Document date:	Date of requisition you want to reference
Close requisition: (optional)	Check if your jv will close the balance on the req
Header text: (optional)	Any info about the req
Correspondence text:	Explanation for the jv
Display all account assignments: (optional)	Display all line items on the second IP screen


SF6 (1) (030)
System Help
Internal Service Provider - JV Creation and Req Reduction
Complete JV
4
3
Invoice Header
Document date 03/17/2001
Purchase requisition 10142651
Close Requisition
Header text
Billing Amount 0.00
Correspondence text This is a special mailing to an alumni group.
Requisition Information
Display all Account Assignments
Item Description Mat. Grp Commited Amt
10 copies of brochure 3000 500.00
20 copies of cover letter 3000 125.00
30 copies of laminated bookmarks 3000 1,250.00
SF6 (1) (030) magnolia OVR

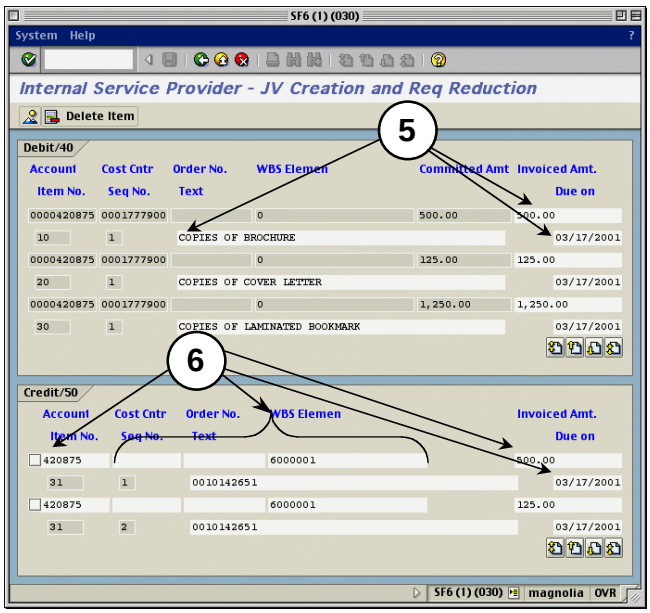
4. **Click the Enter button to display all line items or double-click on one line item at a time.**

5. **Debit requisitioner's account.**

Invoiced amount:	Dollar amount to post to jv from requisitioner's account
Text field: (optional)	Description of charge
Due on:	Delivery date of goods/services

6. **Credit internal provider's account.**

Account:	G/L account that will be credited
Cost Cntr **Order No.** **WBS Element**	Cost object to be credited
Invoiced Amt:	Dollar amount of credit or enter asterisk (*) to have SAP calculate it
Text field: (optional)	Additional info about the req
Due on:	Delivery date of goods/services


SF6 (1) (030)
System Help
Internal Service Provider - JV Creation and Req Reduction
Delete Item
5
Debit/40
Account Cost Cntr Order No. WBS Elemen Committed Amt Invoiced Amt.
Item No. Seq No. Text Due on
0000420875 0001777900 0 500.00 500.00
10 1 COPIES OF BROCHURE 03/17/2001
0000420875 0001777900 0 125.00 125.00
20 1 COPIES OF COVER LETTER 03/17/2001
0000420875 0001777900 0 1,250.00 1,250.00
30 1 COPIES OF LAMINATED BOOKMARK 03/17/2001
6
Credit/50
Account Cost Cntr Order No. WBS Elemen Invoiced Amt.
Item No. Seq No. Text Due on
420875 6000001 500.00
31 1 0010142651 03/17/2001
420875 6000001 125.00
31 2 0010142651 03/17/2001
SF6 (1) (030) magnolia OVR

7. Credit more than one line item (optional).

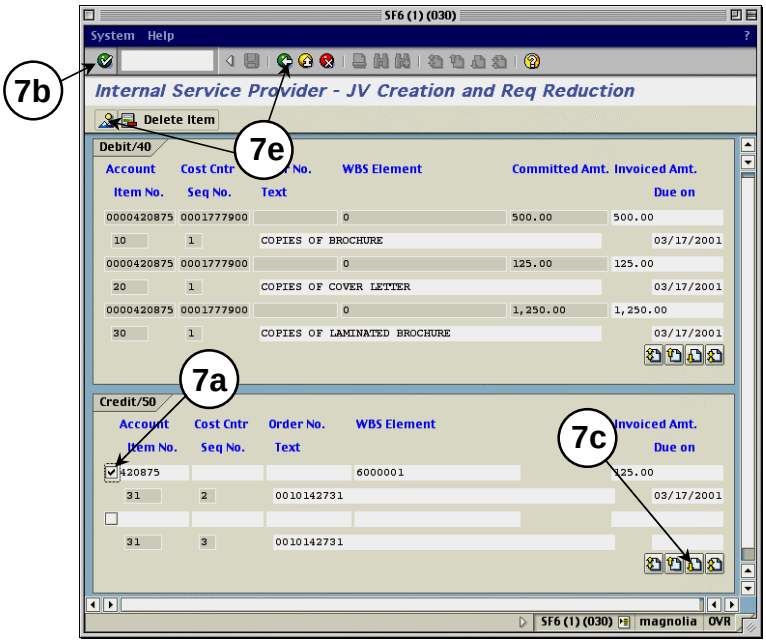
a) Click in the check box to the left of the previous line item after you complete it.

b) Click the Enter button.

c) Click the Page down button to see the new line below the one you just filled out for more than two line items.

d) Repeat steps 5–6 for any other items you wish to post to your account.

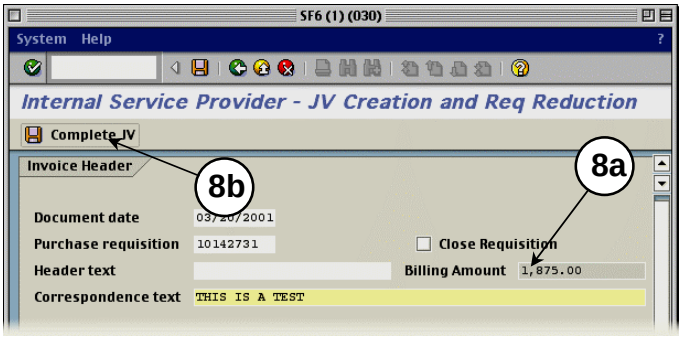
e) Click on the Back button or on the Overview button.



8. Post the journal voucher.

a) The second IP Billing screen appears. The billing amount changes from 0 to the amount you billed for.

b) Click on the Complete JV button.

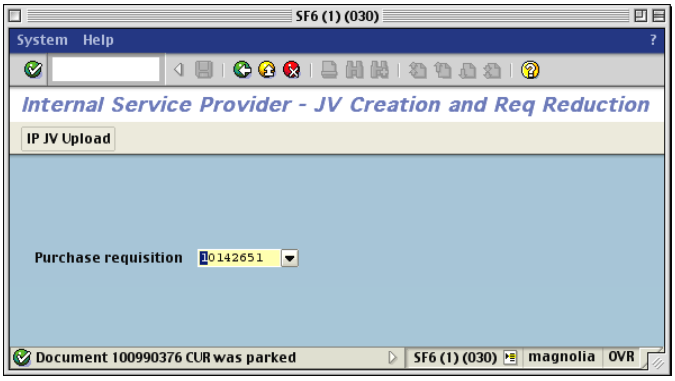


Result if there are no errors:
The first IP Billing screen appears with the req and the new JV document number at the bottom of the screen.

Note: Write down the JV number for future reference.

Result if there are errors:
They appear on the bottom of the second screen.

- Check **Display All Account Assignments.**
- Click the Enter button.
- Fix the errors on the third screen (debits and credits).
- Use the Page down button to see all line items.
- Repeat steps 7e–8.



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SAP JV Upload Quick Reference for Internal Providers

For SI Journal Documents

I. Type your data into a spreadsheet file using the following format:

A	B	C	D	E	F	G	H	I	J	K
	1670800	420226	LCD projector	03/14/2001	208		10142690		10	X
	1670900	420226	Data monitor	03/14/2001	50		10142690		20	
	2730001	420226	Wireless microphone	03/14/2001	40		10142690		30	
X	2000001	801008	Offset	03/14/2001		298				

Note: *Do not type in the column headings. They are shown for clarity only.*

Col	*Description*	*Rules*
A	End of document marker	Type "X" to mark the last line of the journal document in your upload file. There must be an amount on the last line; it cannot be zero. No more than 800 lines per uploaded journal document.
B	Cost object (7 digits)	Enter the cost center, internal order, or WBS element to be credited or debited.
C	G/L account number (6 digits)	Enter the G/L account number identifying the expense or revenue type.
D	Description	A short description of the JV charge, up to 40 characters.
E	Transaction date (mm/dd/yyyy)	Date must be within begin and end dates of cost object. To format a 4-digit year, see: http://web.mit.edu/sapr3/docs/webdocs/finop/jv/foJVUPprepch.html
F	Debits	The amount to be debited. Format as follows: 1. No plus signs (+), no minus signs (-), no dollar signs ($) 2. Commas and decimal points are optional 3. Enter one debit per line in the file
G	Credits	Amount to be credited. Same rules as for debits. Total amounts for debits and credits must balance.
H	Requisition Number (8 digits)	Requisition number. This will liquidate the commitment for SAP requisitions.
I	Not Used	
J	Item Number	Enter the line item number, such as 10, 20. Include a requisition number for each line item.
K	Complete Flag	Type "X" to indicate that the line item has been fully charged. This closes the line item and liquidates all commitments against it. Type "A" to close all line items on the requisition. This closes the requisition and liquidates all commitments against it.

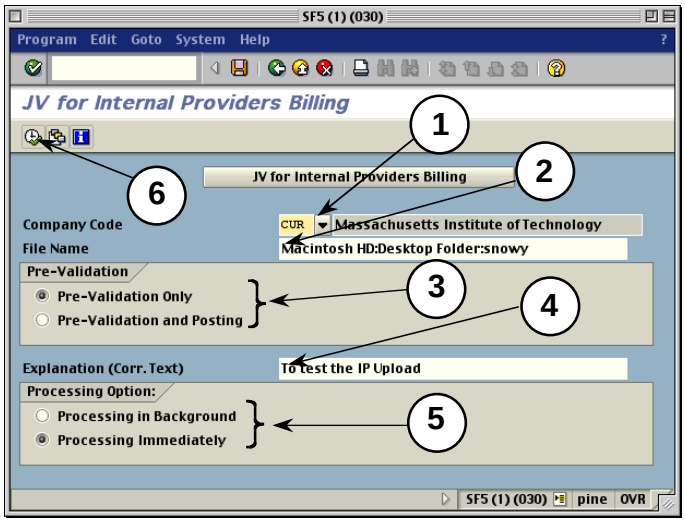
II. Save your file as type: Text (Tab delimited).

III. Upload your file in SAP in the Production-Batch environment only.

A. *From the SAP User Menu screen, use the transaction code* ***/nzip1*** *or follow the navigation path:* **User Menu ➔ Role ZISP ➔ Billing ➔ Create ISP JV**

B. *Click on the IP JV Upload button on the top.*

1. Select the company code from the Matchcode list.
2. If you know the file name and path, type it in here. Otherwise, use the Matchcode button to find it.
3. Choose a pre-validation option:
   - **Pre-validation Only** - checks the upload file for errors but does not post the transactions to SAP.
   - **Pre-validation and Posting** - checks the upload file for errors and if error-free, posts the transactions to SAP.
4. Enter the name of the billing organization plus a short description of the file.
5. Choose **Processing in Background** for files over 100 lines. **Processing Immediately** is for files 100 lines or less (recommended option).
6. Click the Execute button.



7. A dialogue box appears, asking if you want to continue. Click Yes.

IV. Check the results of the upload.

If you chose Processing in the Background, skip to Step 9.
If you chose Processing Immediately:

If the job runs with no errors:

8. For **Pre-validation and Posting**, the "JV for Internal Providers Billing" screen shows the journal document number on the left.

   For **Pre-validation Only**, redo the upload and choose the Pre-validation and Posting option in Step 3.

For both options: If errors are found, correct them and redo the upload.

For Processing in Background (Steps 9–16):

9. If you selected **Processing in Background**, a dialogue box displays the background job number. Write down the job number. Click the Enter button.

10. To see the results of your upload, check the background job after executing it.
    Follow the menu path:
    System>>Services>>Jobs>>Job overview or use the navigation code: ***/nsm37*.**

11. In the Job Name field, enter the job number from Step 9 or leave the asterisk (*) to list all your jobs.

12. Click the Execute button. The "Job Overview" screen is displayed.

13. When the job is finished, click the box to the left of the job name.

14. Click the Spool button. The "Output Controller: List of Spool Requests" screen is displayed.

15. Click the box to the left of the spool number.

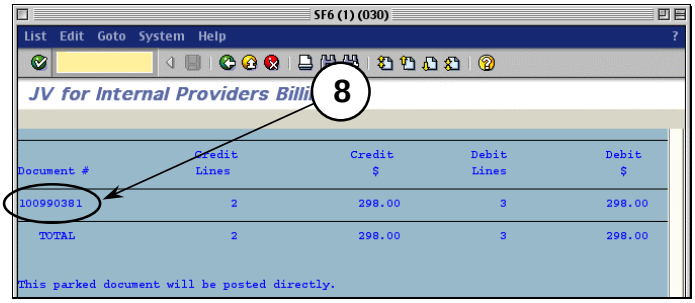
16. Click the Display Results button. The "Graphical display of spool request . . ." screen is displayed.

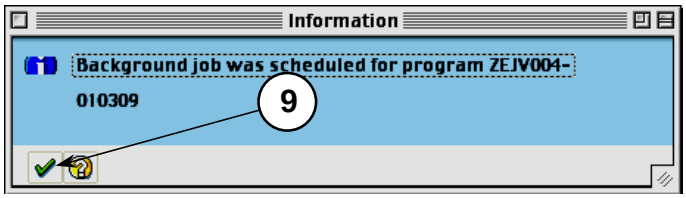
17. Scroll to the bottom to see the results.

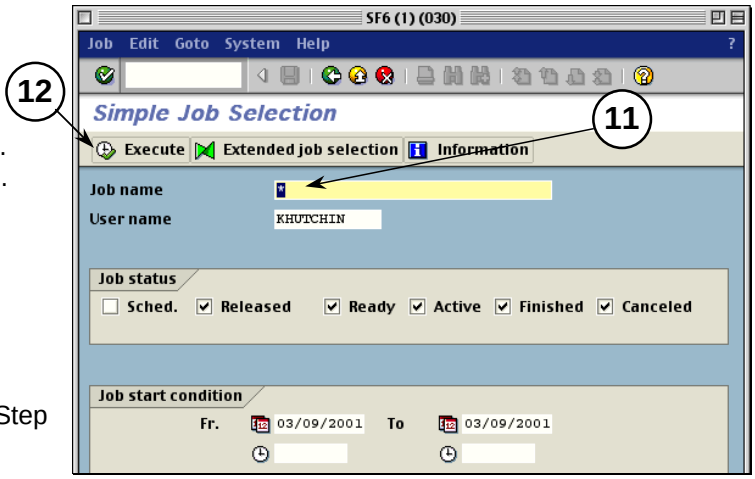
For **Pre-validation and Posting** with no errors, the journal document number is on the left.

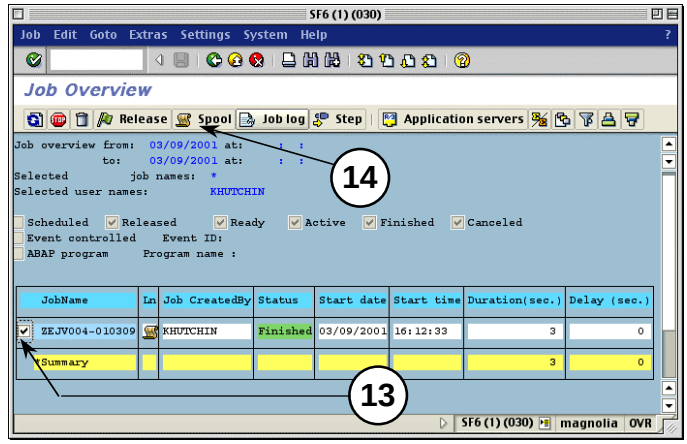
For **Pre-validation Only** with no errors, redo the upload and choose the Pre-validation and Posting option in Step 3.

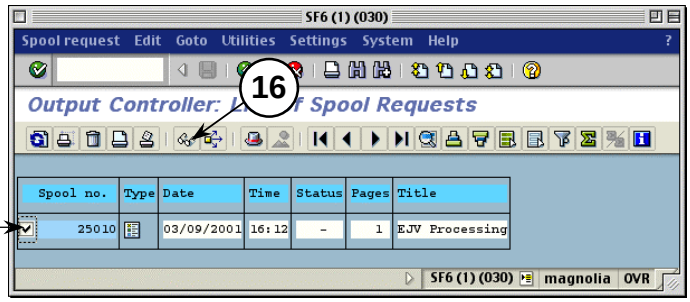
For both options: If errors are found, correct them and redo the upload.











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SAP – Approving Requisitions Quick Reference

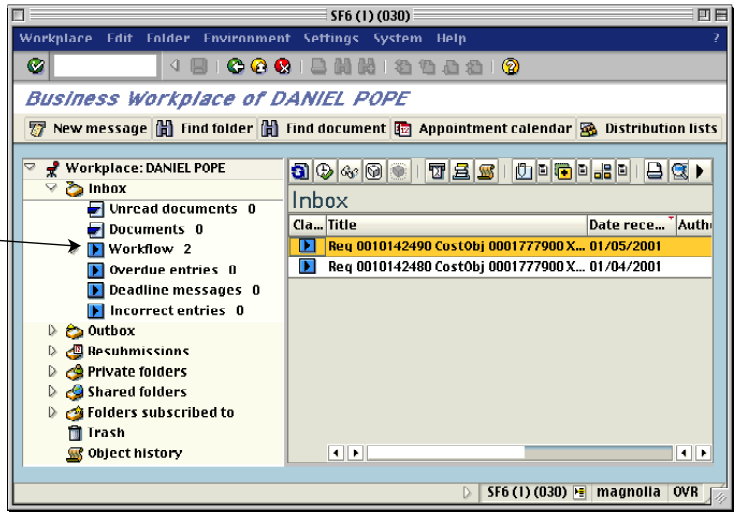
If there are items to be approved in your Workflow Inbox, SAP displays a message when you log on.

1. Go to the Workflow Inbox:

a) Do *ONE* of the following:

- Click the **Workplace** button .
- Or, from the "SAP Easy Access" screen, follow the navigation path: **User Menu➔Role ZMIT ➔Mailbox➔SAP Office Inbox**.
- Or, use the transaction code: **/nso01**.

b) Click the **Workflow** item in the Inbox folder.



2. Review Requisition Line Items:

There are two ways to review line items:

- Use the Review/Print Requisition report. See Step 3.
- Review via the Inbox. See Step 5.

3. Display the Review/Print Requisition:

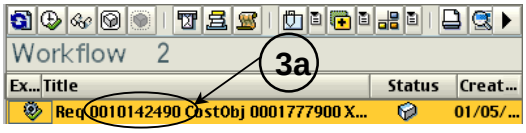
a) Copy the requisition number from your Workflow Inbox.

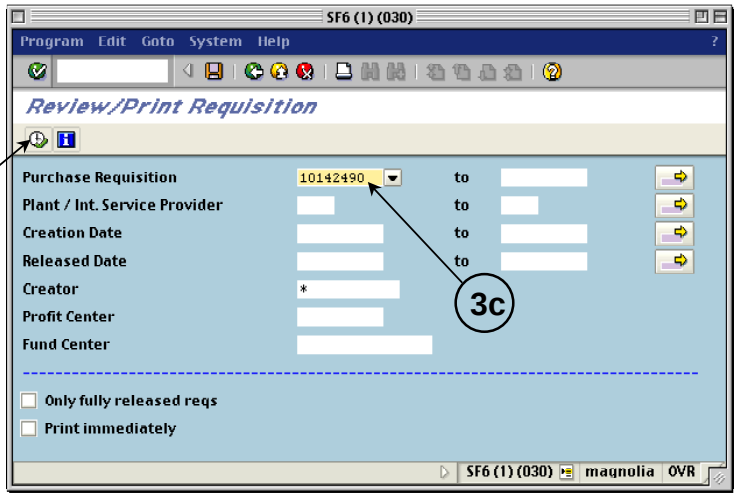
b) Use the navigation path or transaction code:

- From the "SAP Easy Access" screen: **User Menu➔Role ZMIT➔Purchasing ➔Requisitions➔Review/Print req**
- Transaction code: **/nzbp0**

c) Enter the requisition number in the Purchase Requisition field.

d) Click the Execute button .





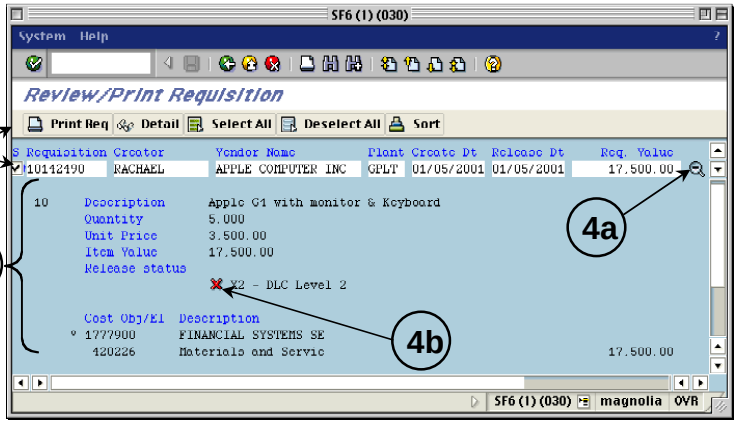
4. Review and Print Line Item Details:

a) Click the magnifying glass icon next to the requisition to display line items.

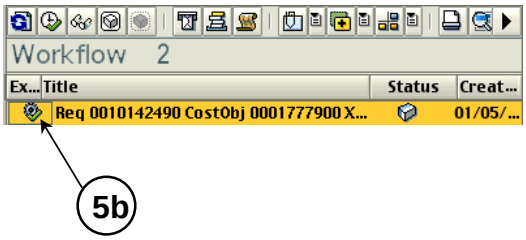
b) A red **X** indicates the line item has not yet been approved. A green checkmark means it has been approved.

c) Review the line item details of the requisition including quantity, price, G/L account, cost object and justification (if any).

d) To review this report on paper, click in the line item selection box and then click the **Print Req** button to print the requisition.



5. Approve (Release) Line Items



a) Go to the Workflow Inbox. (See Step 1.)

b) Double-click the Execute icon next to the line item you want to approve.

Note: Only line items that you are able to approve will appear in your Workflow Inbox. There may be other line items in the requisition that do not require your approval.

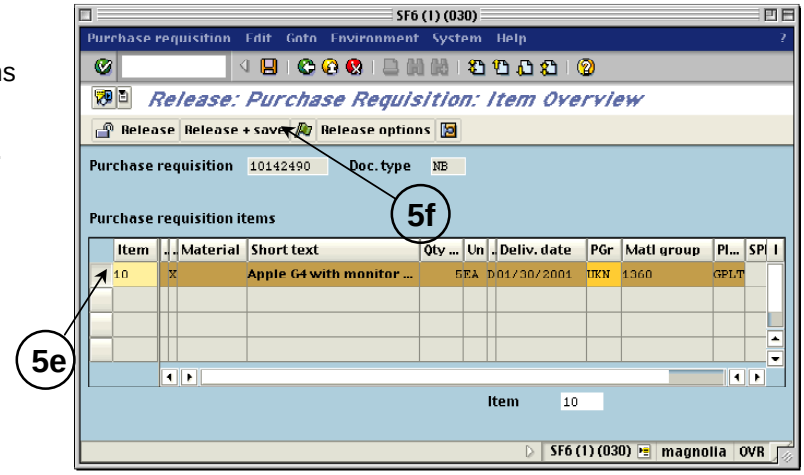
c) Use the Goto menu to move between the screens to review details.

d) Follow the menu path: **Goto >> Item Overview**.

e) Click the line item selection box to the left of the line item.

f) Click the **Release + Save** button. A message appears confirming that the requisition has been changed. Your Workflow Inbox is displayed.

g) Click on the **Update** button to refresh your Inbox screen.



6. Change Line Items *(optional)*

a) Go to the Workflow Inbox. (See Step 1.)

b) Double-click the Execute icon next to the line item you want to change or delete.

c) Follow the menu path: **Goto >> Item Overview.**

d) Click the line item selection box to the left of the line item you wish to change.

e) Use the Goto menu to move between the screens. Make changes to any field that appears in white. You may not change fields that are gray.

f) Return to the Item Overview screen. Click the **Save** button to save or the **Release + Save** button to save and approve the requisition when you have finished your changes.

7. Delete Line Items *(optional)*

a) Copy the requisition number from your Workflow Inbox.

b) Access the Change Requisition transaction.
Follow the navigation path: **User Menu➔Role ZMIT➔Purchasing➔Requisitions➔Change a Requisition**
Or, use the transaction code**: /nme52**

c) Enter the requisition number and click the Overview button. The "Change: Purchase Requisition: Item Overview" screen is displayed.

d) Click the line item selection box to the left of each line item you wish to delete. (To delete an entire requisition, select all its line items.)

e) Follow the menu path: **Edit >> Delete**. Click **Yes** in the "Delete items" dialog box. You are returned to the "Change: Purchase Requisition: Item Overview" screen. All deleted line items are grayed-out and have a checkmark in the 'D' column.

f) Click the **Save** button. Return to your Inbox to check that the deleted item is gone.

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SAP – Create Requisition Quick Reference

Navigating to Create Requisition

From the SAP User Menu screen, follow the navigation path:
User Menu ➔ Role ZMIT ➔ Purchasing ➔ Requisitions ➔ Create a Requisition

Or use the transaction code: **/nme51**

1. Complete Initial Screen

Document type:	**NB** – External Vendor **IP** – Internal Provider
Acct. assign. cat:	**X**
Delivery date:	Expected delivery date
Plant:	**GPLT** – Ext. Vendor #### - Int. Provider
Purchasing group:	**UKN** – Ext. Vendor **IP** – Int. Provider
Material group:	Commodity description Use Matchcode search.
Requisitioner:	Name of person requesting goods

2. Click the Enter button .

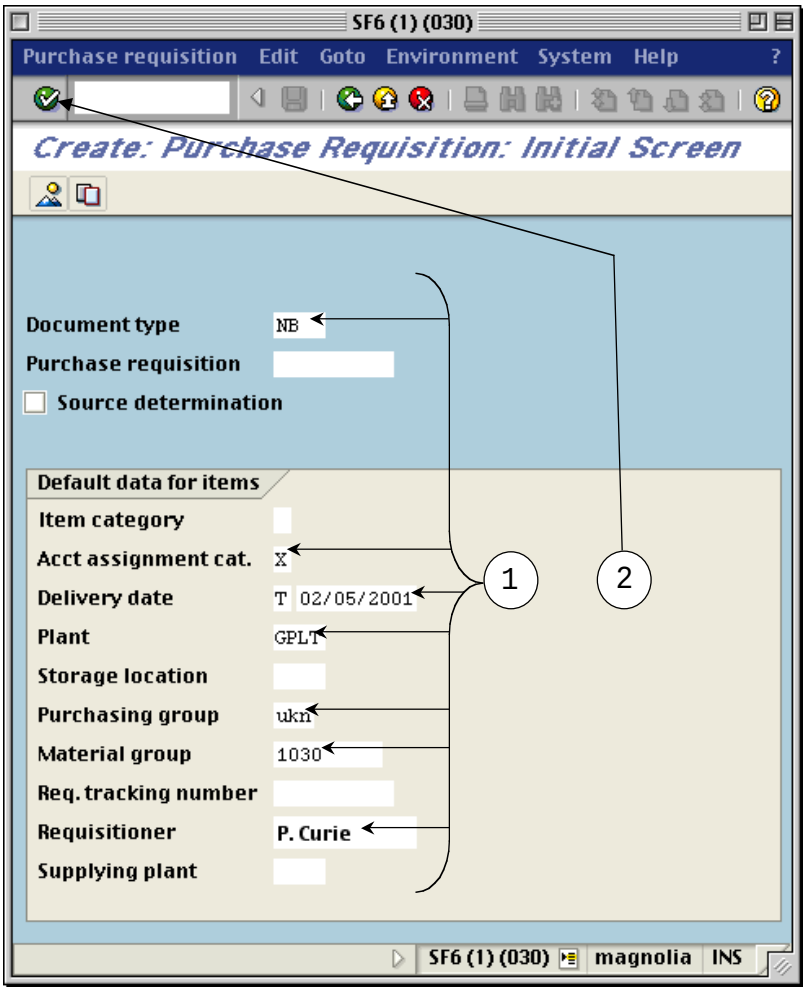
3. Enter description, quantity, and unit of measure.

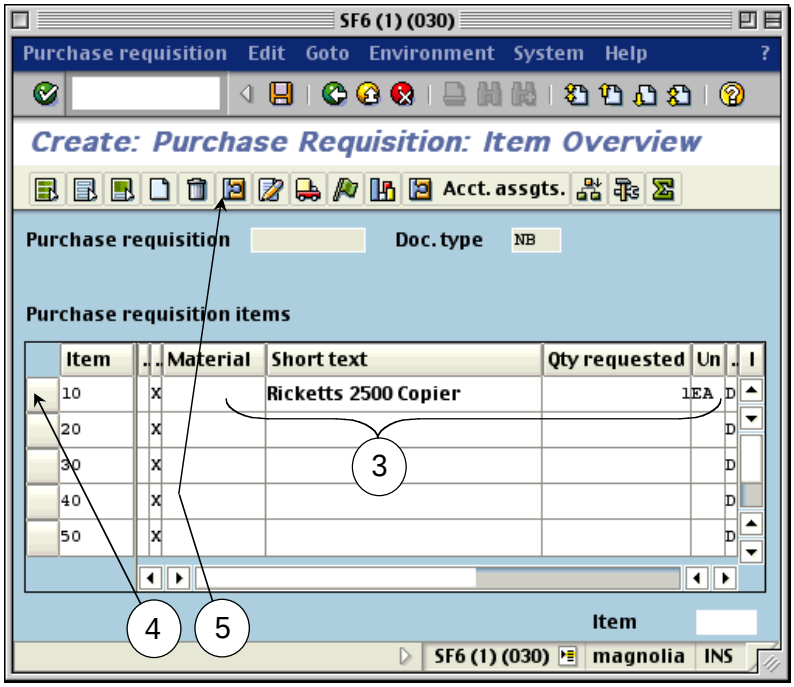
Complete line item 10:

Short text:	Short description of goods or services ordered
Qty. requested:	Number of units
Un:	Unit of measure Use Matchcode search.

4. Click the line item selection box for line item 10.

5. Click the Details button.





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6. Enter the price and vendor.

Val. price:	Enter the price per item.
Des. vendor:	Use the Matchcode to find the vendor number. Vendor not entered for internal providers.

7. Click the Account Assignments button.

If a dialog box appears that reads, "Not possible to determine a consumption account," click **OK**.

8. Enter the G/L account, cost object, and delivery information.

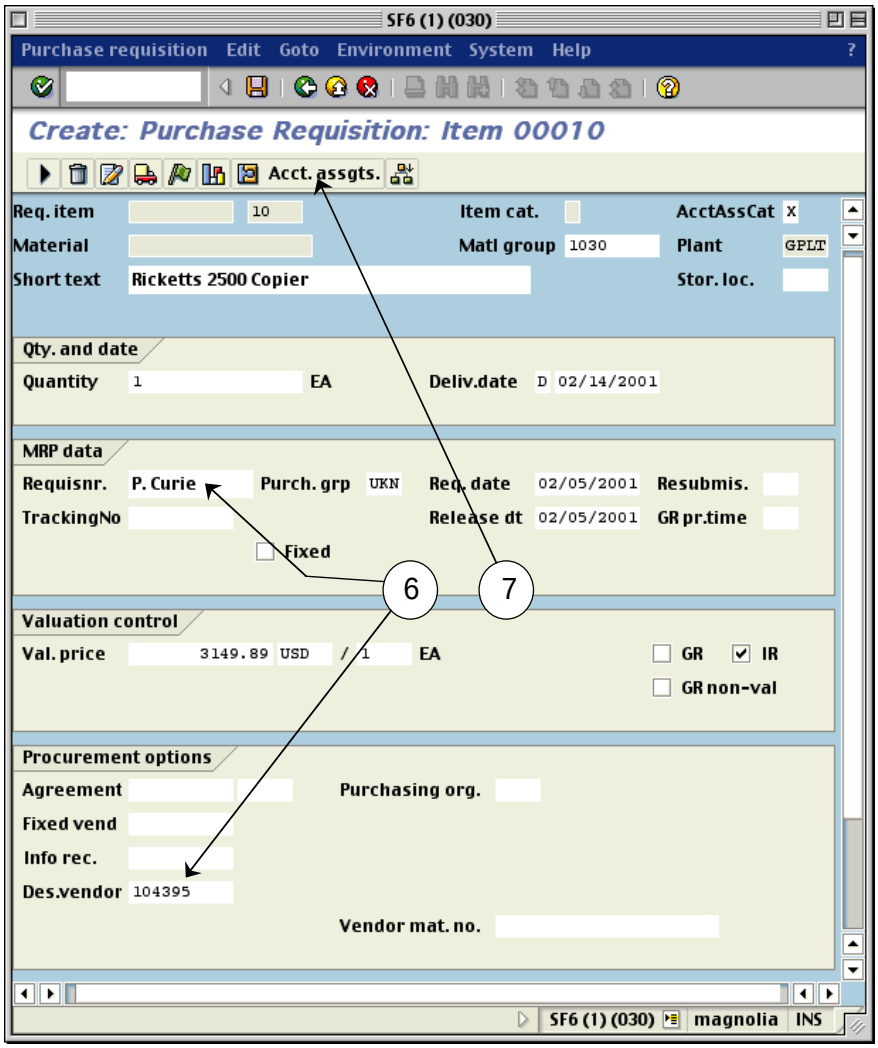
G/L account:	Use Matchcode.
Cost Center: Order WBS element	Enter only one cost object.
Unloading point:	Bldg.-room/phone
Goods recipient:	Person to receive goods

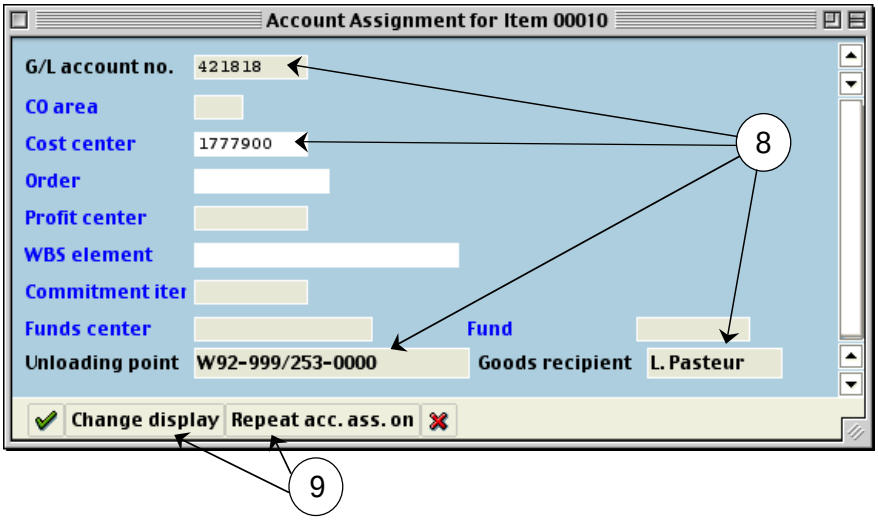
9. Choose one option.

To split the cost between multiple cost objects:	Click the **Change Display** button. *Go to step 10.*

- OR -

To charge the cost only to one cost object:	Click the **Repeat acc. ass. on** button. *Skip to step 14.*





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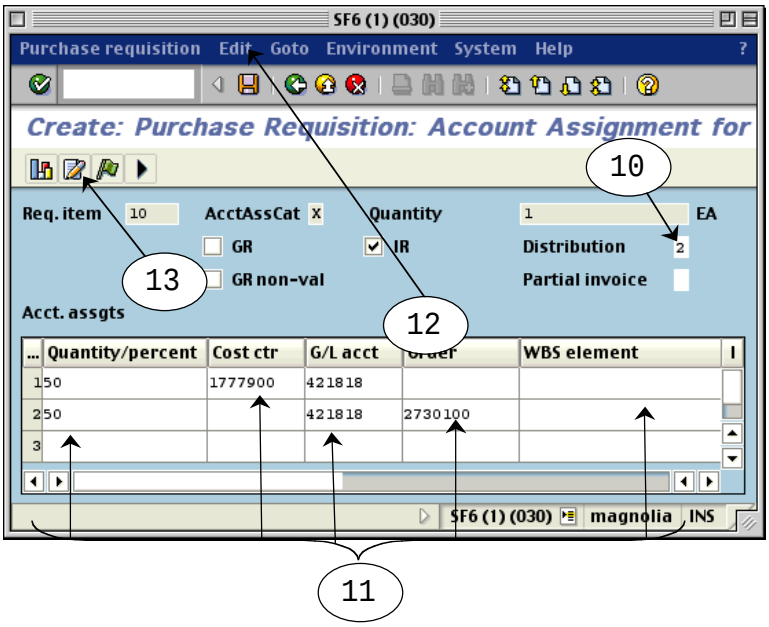
10. Choose how to split the cost between cost objects.

Distribution:	**1** – split by quantity **2** – split by percentage

11. Enter the distribution information.

Quantity/Percent:	Enter quantity or percent of the purchase charged to the cost object.
All other fields:	Complete the remaining fields in lines 1, 2, etc. as needed following the instructions in step 8.

Note: Scroll to the right to see all the fields.



12. Follow the menu path:
Edit >> Repeat Acc. Ass. >> Switch on

13. Click the Text Overview button.

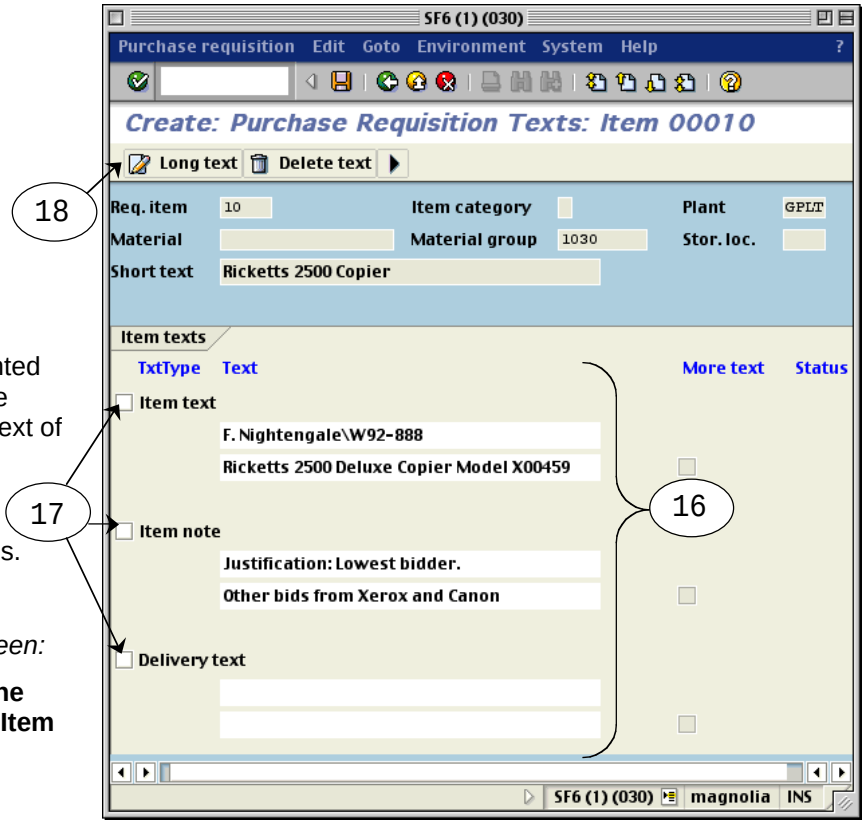
If you charged only one cost object, follow steps 14-15. Otherwise, skip to step 16.

14. Click the line item selection box for line item 10.

15. Click the Text overview button.

16. Complete Text Overview screen.

Item text:	Enter information to be printed on PO. Additional lines are used for extra descriptive text of the item.
Item note:	Justification information.
Delivery text:	Special delivery instructions.



Optional: To add more text than fits on this screen:

17. Click on the line item selection box to the left of the text type you want (Item text, Item note, or Delivery text).

18. Click the Long Text button.

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19. Complete Long Text screen.

Enter long text as needed for each of the three text fields.

20. Return to the Overview screen.

Click the back button .

Click the Back button again from the Text Overview screen.

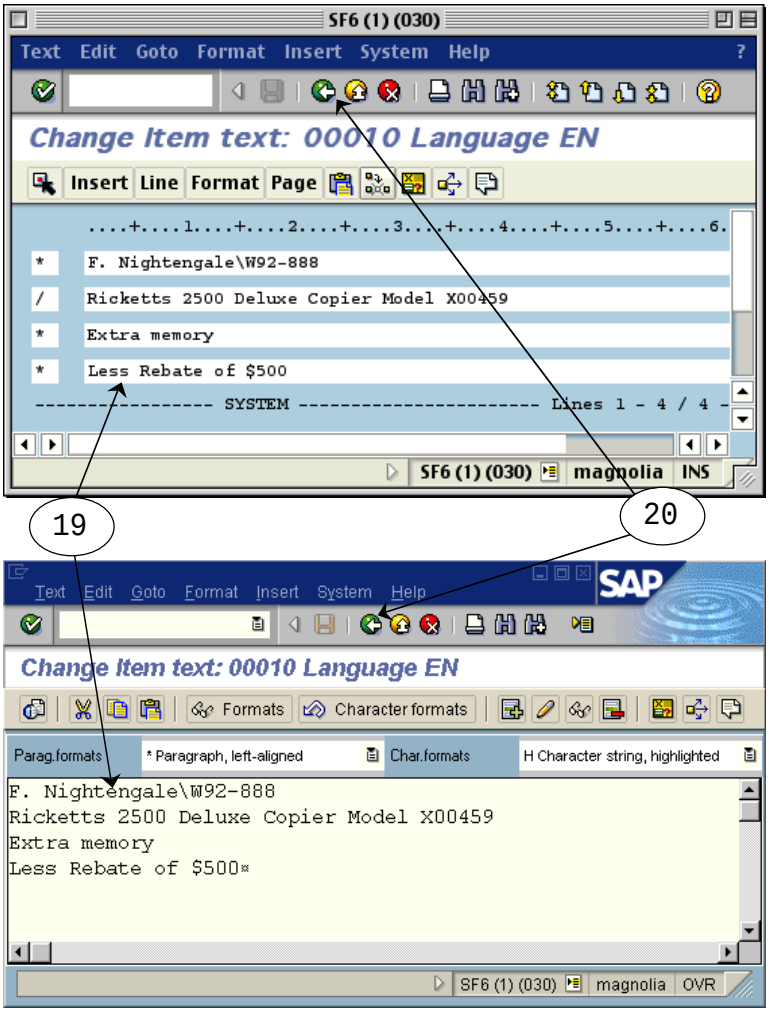
21. Complete next line item.

If needed, create the second line item by repeating steps 3-20.

22. Save the requisition.

Click the Save button .

Note: Write down the requisition number that appears at the bottom of the Initial Screen.



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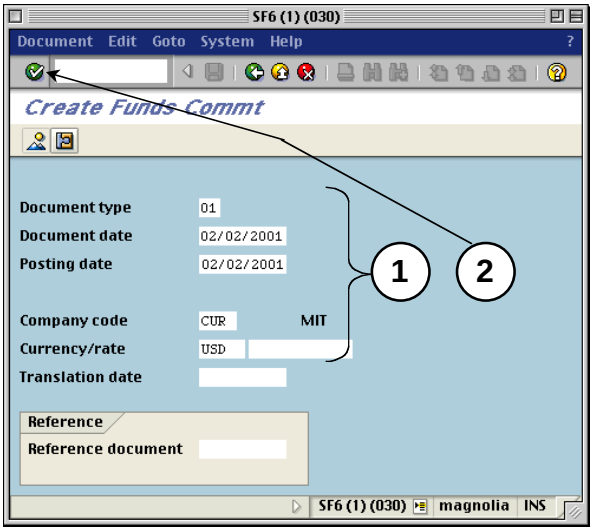
SAP – Manual Funds Reservation Quick Reference

Navigating to Create a Manual Funds Reservation	From the SAP User Menu screen, follow the navigation path: **User menu➔Role ZMIT➔Planning/Budgeting➔Manual Reservations➔Create a Man'l Res** Or use the transaction code: **/nfmz1**

1. Enter the following:

Document type:	01 – standard reservation N1 – negative reservation
Document date:	current date
Posting date:	current date
Company code:	CUR
Currency/rate:	USD



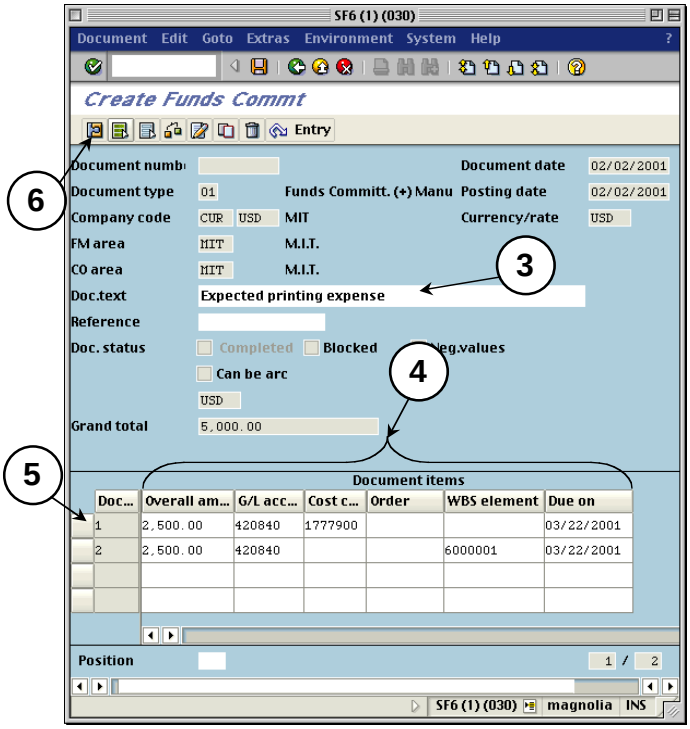
2. Click the Enter button.

3. Enter header text.

Doc.text:	header text for reservation

4. Complete the line item.

Overall amount:	dollar amount to be reserved (enter negative amount for document type N1)
G/L account:	G/L account
Cost center, Order, or WBS element:	enter only one cost object
Due on:	the date by which funds are expected to be used

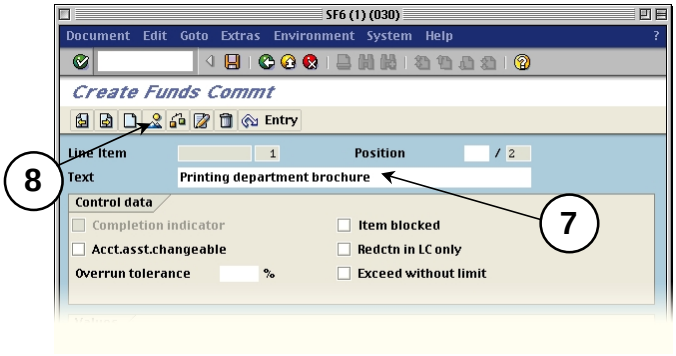


5. Click the line item selection box for the first line item.

6. Click the Details button.

7. Enter Line Item Text

Text:	enter a description of this reservation line item



8. Click the Overview button.

Repeat steps 5 – 8 for additional line items.

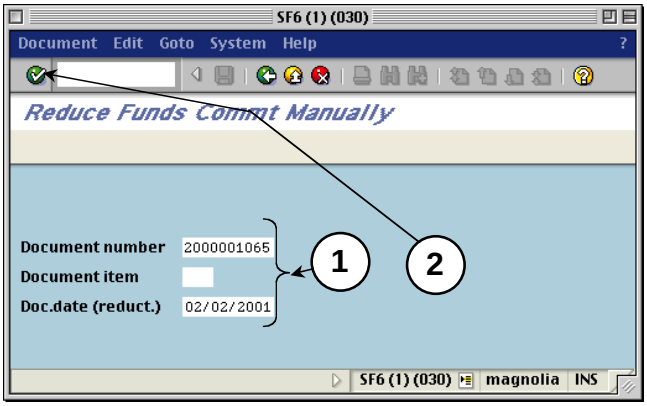
9. Click the Save button.

NOTE: Write down the SAP document number that appears in the Status Bar at the bottom of your screen.

Navigating to Reduce Funds Reservation	From the SAP User Menu screen, follow the navigation path: **User menu➔Role ZMIT➔Planning/Budgeting➔Manual Reservations➔Reduce Individually** Or use the transaction code: **/nfmz6**

1. Enter the following:

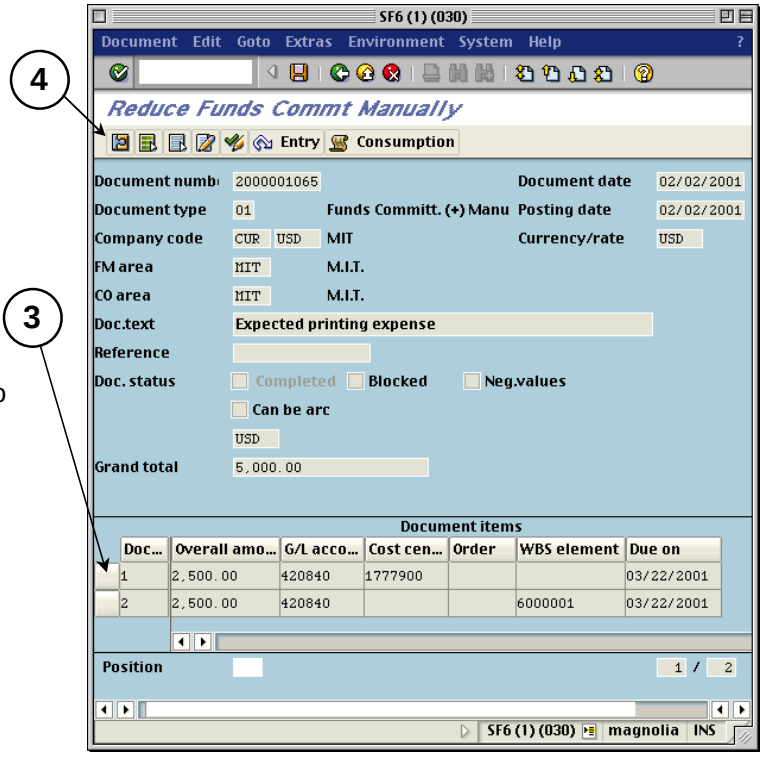
Document number:	enter the document number of the reservation you want to reduce
Document item:	leave blank
Doc.date (reduct.):	today's date



2. Click the Enter button .

3. Click the line item selection box to the left of the item you wish to reduce.

4. Click the Details button .



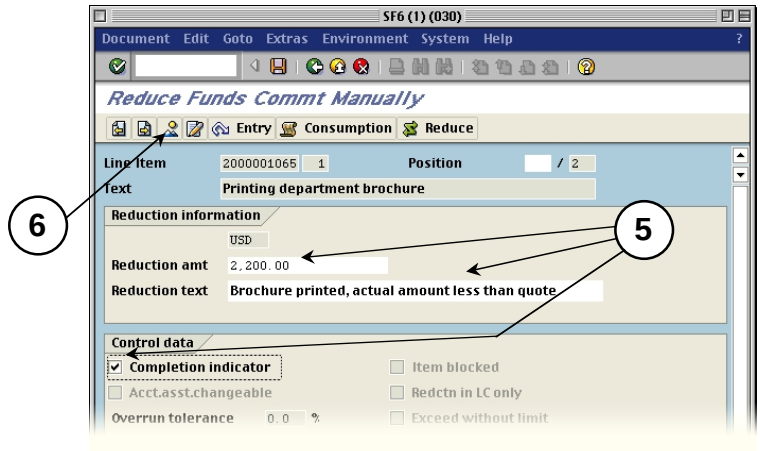
5. Enter the following:

Reduction amt:	dollar amount by which to reduce the reservation
Reduction text:	reason for reduction
Completion indicator:	*check* – if you want no funds to remain reserved *no check* – if you want a portion of funds to remain reserved

6. Click the Overview button .

Repeat steps 3 – 6 for any other items you wish to reduce.

7. Click the Save button .



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SAP Departmental Financial Planning Quick Reference

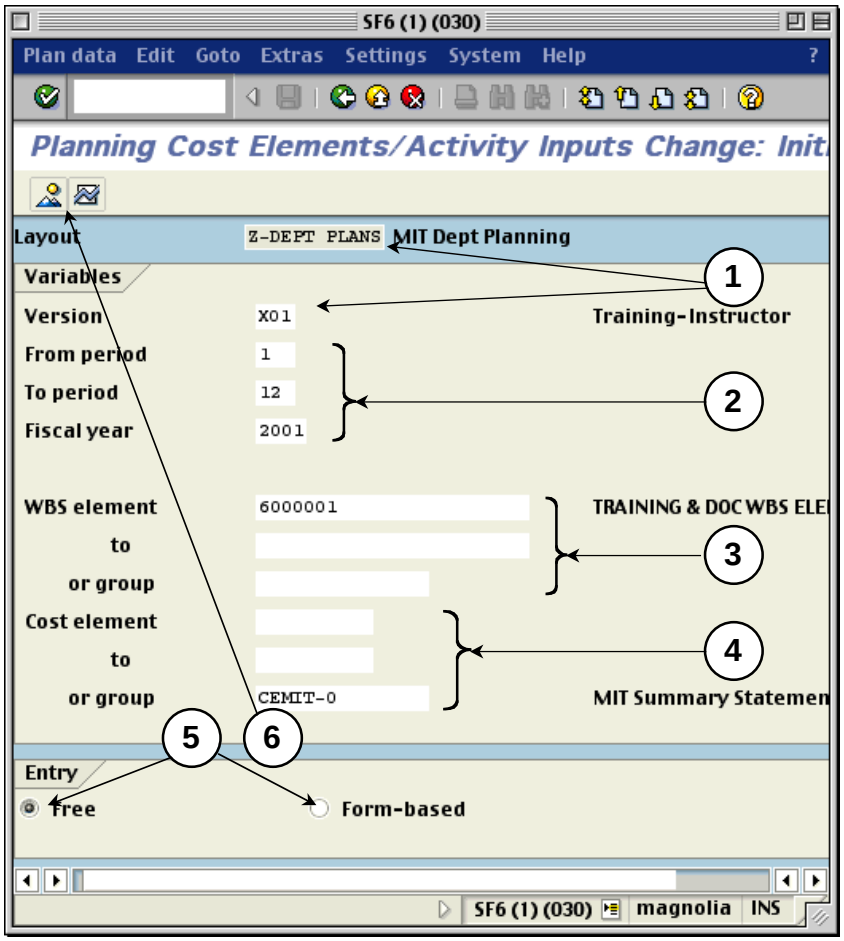
Navigating to Initial Planning Screen *for the appropriate cost object type*	From the SAP User Menu screen, follow the navigation path: **User Menu ➔ Role ZMIT ➔ Planning/Budgeting ➔ Create/Change Plan➔ WBS Elements** *or* **Internal Orders** *or* **Cost Centers** Or transaction code: **/ncjr2** (WBS elements); **/nkpf6** (internal orders); **/nkp06** (cost centers)

1. Plan layout and version.

Layout — If the layout name is not Z-DEPT PLANS:

a) Use the menu path: Settings>>Set planner profile
b) In the dialog box, click the matchcode in the Planner profile field.
c) Double click ZDPTPLAN.
d) Click the Save user master record button.
e) Click the Enter button in the message box.
f) Click the Enter button.

Version — Plan version of school or area



2. Define range of dates.

From period — Beginning fiscal period

To period — Ending fiscal period

Fiscal year — Fiscal year (four digits)

3. Enter cost object(s).

WBS element
Internal order
Cost center — Single cost object or the first one in a range

to *(optional)* — Last cost object in a range

or group *(optional)* — This option is not recommended.

4. Enter cost element(s).

Cost element — Single cost element or first one in a range

to *(optional)* — Last cost element in a range

or group *(optional)* — Cost element group

5. Select option to enter cost elements.

Free — Enter cost elements yourself. (Recommended.)

Form-based — SAP will load all the cost elements in a group for you.

6. Click the Overview button.

Note: Although the fields function the same as the fields on the WBS Elements Initial Screen, the names for some fields are slightly different on the Internal Orders and Cost Centers Initial Screens.

WBS Elements screen	**Internal Orders and Cost Centers screen**
From period	(First) Period
To period	(Second) Period
or group	Order group; Cost center group
(Cost element) or group	Cost element group

7. Enter the following:

Cost Element	Cost elements if you selected **Free** entry
Planned Costs	Amount for each cost element if distributing the amounts automatically Leave blank if distributing manually.
Dist Key	Automatic distribution key Enter 1 to automatically distribute the amount equally across fiscal periods. Enter 0 for manual distribution.

If you are distributing the plan automatically, go to Step 11.

8. Select the cost element.

9. Click the Period button.

10. Distribute across periods:

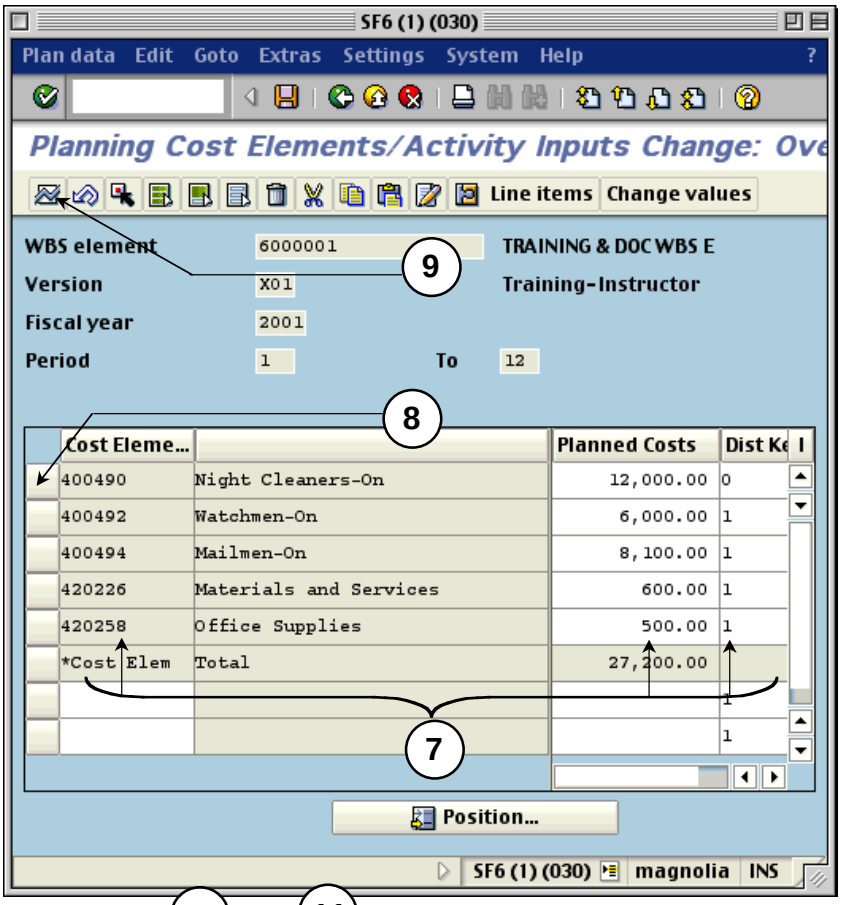
a) Enter amount for each period in the Planned Costs field.

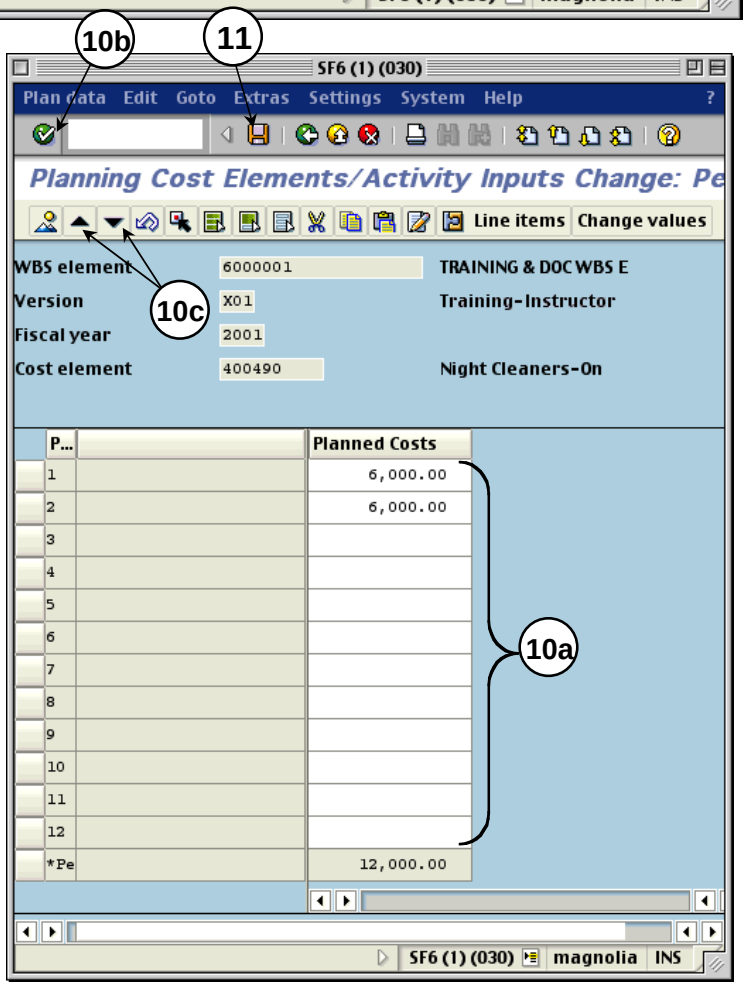
b) Click the Enter button to calculate the total.

c) Use the Next and Previous buttons to enter plan amounts for other cost elements.

Repeat Step 10 for each cost element.

11. Save the plan.
Click the Save button on the toolbar.





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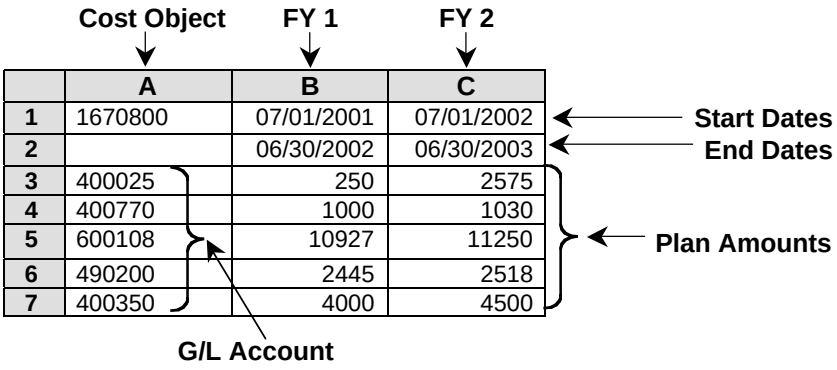
Departmental Financial Planning Spreadsheet Upload Quick Reference

I. Type your data into a spreadsheet file using the following format:



Note: *Do not type in the column letters or row numbers. They are shown for clarity only.*

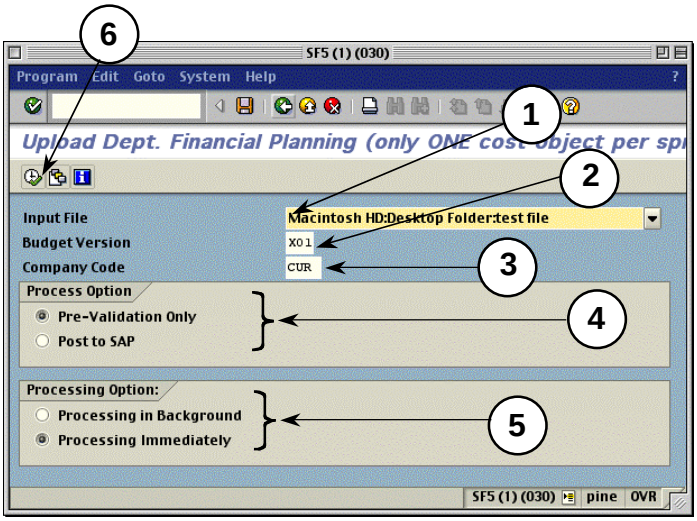
Col	*Rows*	*Description*	*Rules*
A	**1**	Cost object (7 digits)	Enter the cost center, internal order, or WBS element. ***Note:*** *You can enter only one cost object per spreadsheet.*
	2	Leave blank.	
	3-7	G/L account (6 digits)	Type in the G/L account / cost element.
B	**1**	Start date (mm/dd/yyyy)	Enter the beginning fiscal month, day, and year. Must be within the begin and end dates of the cost object. You can use a two-digit year such as 00.
	2	End date (mm/dd/yy)	Enter the fiscal month, day, and year. Same rules as for Start date.
	3-7	Amount	Enter the plan amount for each G/L account. Format as follows: • No plus signs (+), minus signs (-), or dollar signs ($) • Commas and decimal points are optional. • Each amount must line up with the G/L account listed in Col. A.
C		Next fiscal year (optional)	Enter plans for the next fiscal year if desired. Use the same format as in Col. B. You can enter additional years in Cols. D and E.

II. Save your file as type: DIF (Data Interchange Format).

III. Upload your file in SAP.

From the SAP User Menu screen follow the navigation path or use the transaction code below:

Navigation path: **User Menu ➔ Role ZMIT ➔ Planning/Budgeting ➔ Create/Change Plan ➔ Spreadsheet Upload**
Transaction code: **/nzpup**



1. Type in your file name or use the Matchcode button (PC:) to find it.
2. Enter your plan version. Do NOT use plan version 0, the Institute budget.
3. Select the appropriate company code from the Matchcode list.
4. Choose **Pre-validation Only** if you want to check the file for errors but *not* post the transactions to SAP yet.

   Select **Post to SAP** to check the file for errors first, and if error-free post the transactions to SAP.
5. Choose **Processing in Background** for files over 100 lines. Run a background job in the SAP Production-3 or Production-Batch environments.

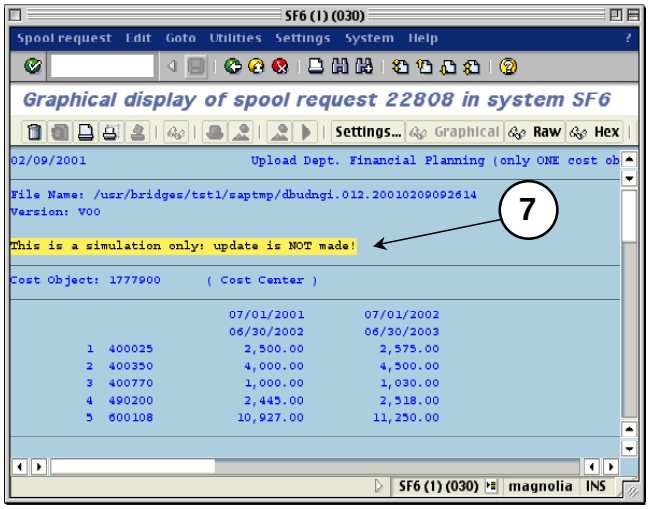
   Processing Immediately is for files 100 lines or less (recommended option).
6. Click the Execute button.

IV. Check the results of the upload.

If you chose Processing Immediately:

7. The results of the upload appear immediately on your screen.

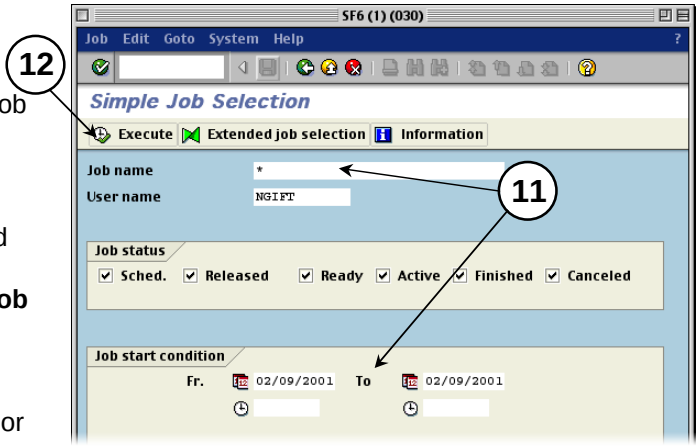
For **Pre-validation only**, there is a message that the update is NOT made. For **Post to SAP** a message at the bottom of the screen reads "Update is successful." If errors are found, correct them in the spreadsheet and redo the upload.


SF6 (1) (030)
Graphical display of spool request 22808 in system SF6
02/09/2001 Upload Dept. Financial Planning (only ONE cost ob
File Name: /usr/bridges/tst1/saptmp/dbudngi.012.20010209092614
Version: V00
This is a simulation only: update is NOT made!
Cost Object: 1777900 (Cost Center)
07/01/2001 07/01/2002
06/30/2002 06/30/2003
1 400025 2,500.00 2,575.00
2 400350 4,000.00 4,500.00
3 400770 1,000.00 1,030.00
4 490200 2,445.00 2,518.00
5 600108 10,927.00 11,250.00
7

8. If no errors are found and you chose **Pre-validation only**, redo the upload and choose **Post to SAP** in Step 4. If errors are found, correct them in the spreadsheet and redo the upload.

If you chose Processing in the Background:

9. The Information dialogue box displays the background job number. Write down the job number. Click the Enter button .



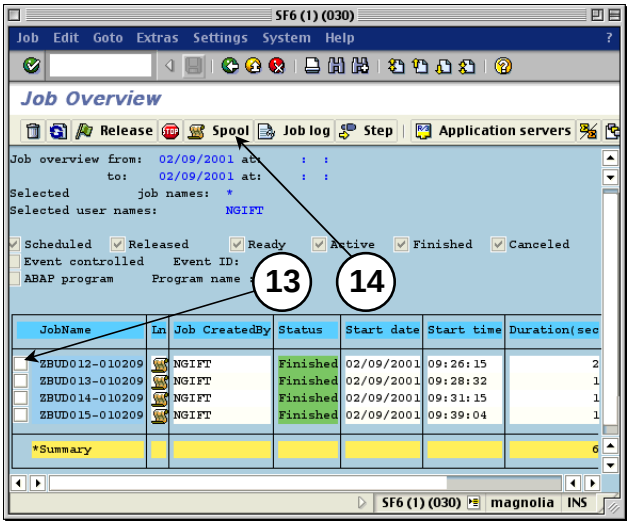
10. To see the results of your upload, check the background job after executing it.
Follow the menu path: **System>>Services>>Jobs>>Job overview.**

11. The "Simple Job Selection" screen appears.
Type the job number from Step 9 in the Job name field, or leave the asterisk (*) to list all your jobs.

Make sure the date range in the Job start condition area includes the date of your job.

12. Click the Execute button.

13. The "Job Overview" screen appears.
When the job is finished, click the selection box next to the job name.



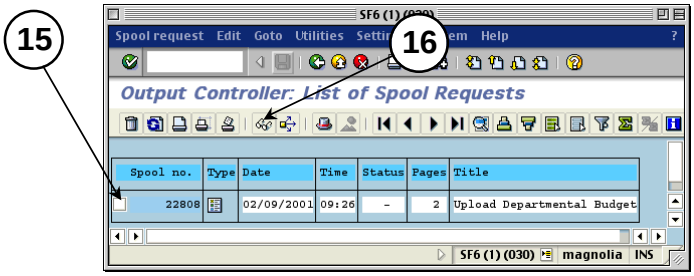
14. Click the Spool List button Spool.

15. The "Output controller…" screen is displayed. Click the selection box next to the spool number.

16. Click the Display button.

17. The "Spool: Requests" screen displays your job results. Scroll down to see all of the job results.

For **Pre-validation only**, redo the upload and choose **Post to SAP** in Step 4. If errors are found, correct them in the spreadsheet and redo the upload.



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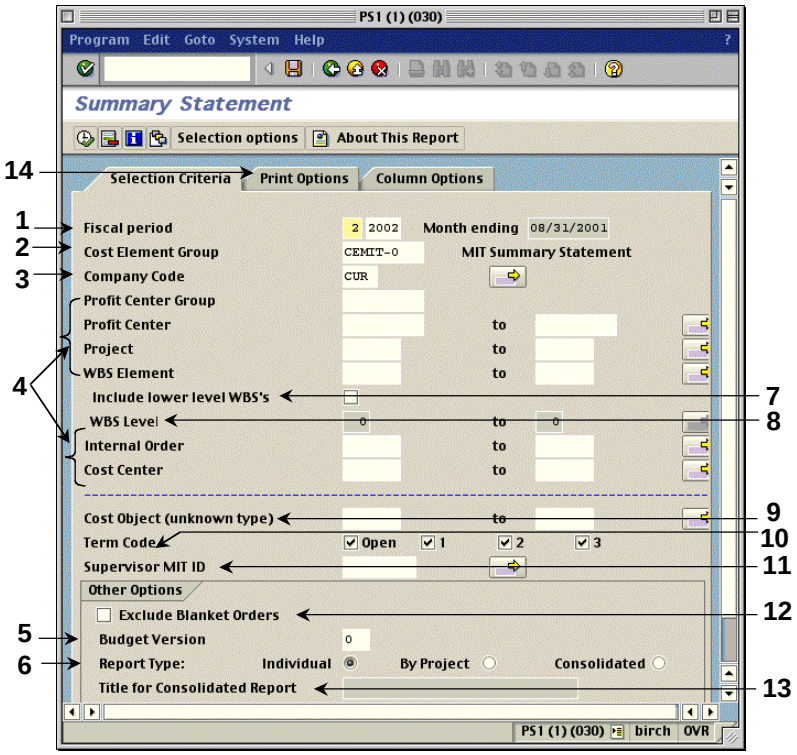
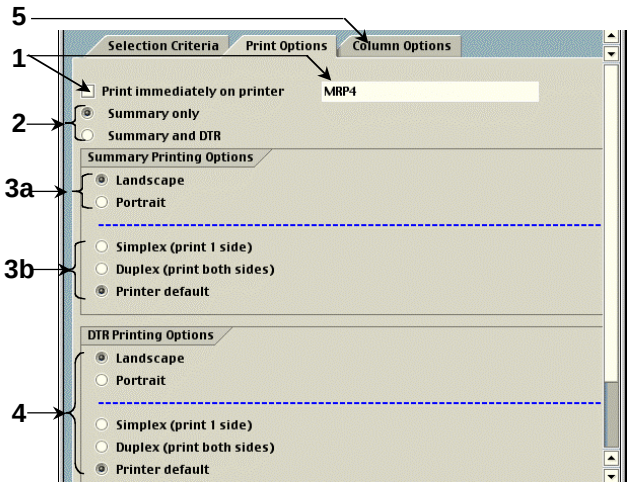
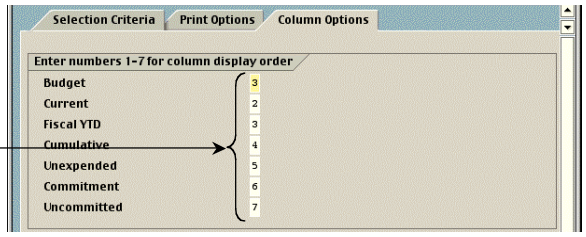
Summary Statement Quick Reference

Navigating to the Summary Statement entry screen

From the "SAP Easy Access" screen, follow the navigation path:
User Menu➔ Role ZMIT➔ Reports➔ Summary Statement
Or use the transaction code: **/nzstm**.







I. Complete the Selection Criteria Screen:

REQUIRED FIELDS

1. Enter fiscal period and year.
2. Enter cost element group; CEMIT-0 is the standard Summary report.
3. Select company code.
4. Enter profit center group, profit center (dept. # preceded by a "P"), project, or cost object(s) -- WBS element, internal order, or cost center.
5. Enter department budget or keep 0 (Institute budget).
6. Select either **Individual** (lists each cost object separately), **by project** (rolls up info for all WBS elements within the project) or **consolidated** (combines all cost objects).

OPTIONAL FIELDS

7. Check to see all lower WBS's under the WBS you entered.
8. To limit the WBS levels for the WBS element you entered, type in the level nos. 2-5.
9. Enter the unknown cost object and press the Enter/Return key.
10. Click to include cost objects by term code; deselect to omit them.
    open = open for charges
    1 = active, but in the closing period
    2 = no longer in use
    3 = closed; no charges allowed
11. Enter MIT ID of cost object's supervisor. All cost objects for the supervisor for which you have authorization will be reported on.
12. Check to exclude blanket orders from the Commitment column.
13. Enter title for report if you checked consolidated report.
14. Click the **Print Options** tab.

II. Complete the Print Options Screen:

1. Check this field only if you want your report printed immediately but not displayed on the screen first. Enter the printer name on the right.
2. Print only the Summary Statement or the Summary Statement and the DTR at the same time.
3. Summary Printing Options
   a) **Landscape** prints the report horizontally (11 x 8 1/2). **Portrait** prints the report vertically (8 1/2 x 11).
   b) **Simplex** prints the report single-sided. **Duplex** prints the report double-sided (only on duplex printers). **Printer Default** prints the report single or double-sided according to what the default is.
4. DTR Printing Options
   Same as for the Summary Statement (3a & b).
5. Click the **Column Options** tab.

III. Complete the Column Options Screen:

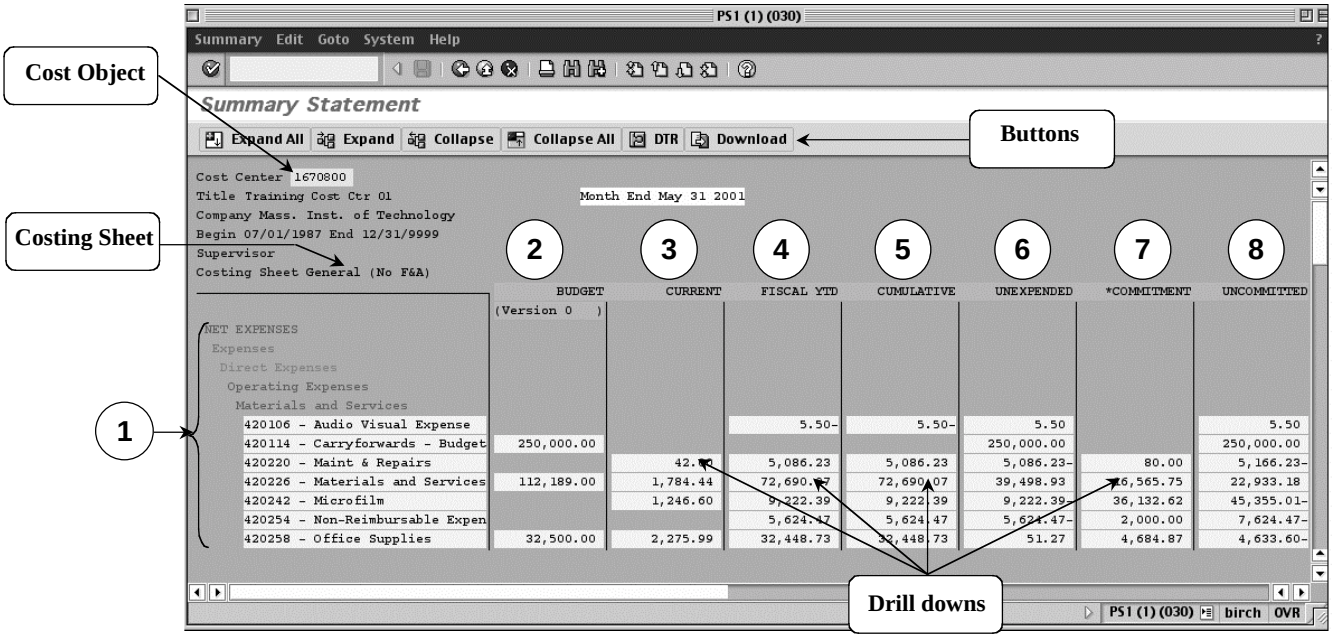
1. Enter the number in the order you want the columns to appear on the report.

   *For **Portrait**, if you select fewer than five columns, all the columns will be printed on one page.*

   If you select five or more columns, the columns will be spread across on two pages.

2. Click the Execute button to run the report.

Reading the Summary Statement



Columns

1 List of cost elements for the cost object activity.

Principal:	for endowment internal orders
Expenses:	for all cost objects
Revenue:	for internal orders, WBS elements, and some cost centers
Settlement:	usually for internal orders and WBS elements *(this section is not displayed for the CEMIT-0 cost element group)*

2 Default budget values (or departmental plan):

Cost centers:	Office of Budget and Financial Planning for the current year
Internal orders:	No budget, except for Dept. of Facilities
WBS elements:	Authorized total specified by the sponsor, appears in cost element 400000

3 Current month's actual expenses.

4 All activity on a cost object by cost element for the fiscal year-to-date.*

5 Sum of cumulative expenses to date by cost element.

Cost centers: matches the fiscal year activity

Internal orders and WBS elements: from inception of cost object

6 Difference between the Budget and Cumulative columns.

7 All open commitments (as of the run date of the report) against the cost object. Current commitments are shown regardless of the month and year selected.

8 Difference between the Unexpended and Commitment columns.

Header Fields and Drill Downs

Cost object	Click to display Master Data about the cost object.
Costing sheet	Used to calculate F&A (formerly overhead) and employee benefits.
Drill downs	Click on amounts under Current, Fiscal YTD, Cumulative, and Commitment columns to see individual transactions that make up the total.

Buttons

Expand All	Displays the most detailed view of the cost element group, showing a breakdown of transaction by cost elements.
Expand	Shows incrementally the more detailed levels of the cost element hierarchy.
Collapse	Shows incrementally the less detailed view of the cost element hierarchy.
Collapse All	Shows the most compressed view of the report with the least amount of detail.
DTR	Displays the Detail Transaction Report.
Download	Allows you to download the report to a spreadsheet.

* *The Fiscal YTD column shows amounts up to the current fiscal period vs. the Commitment column which shows amounts as of the run date of the report.*

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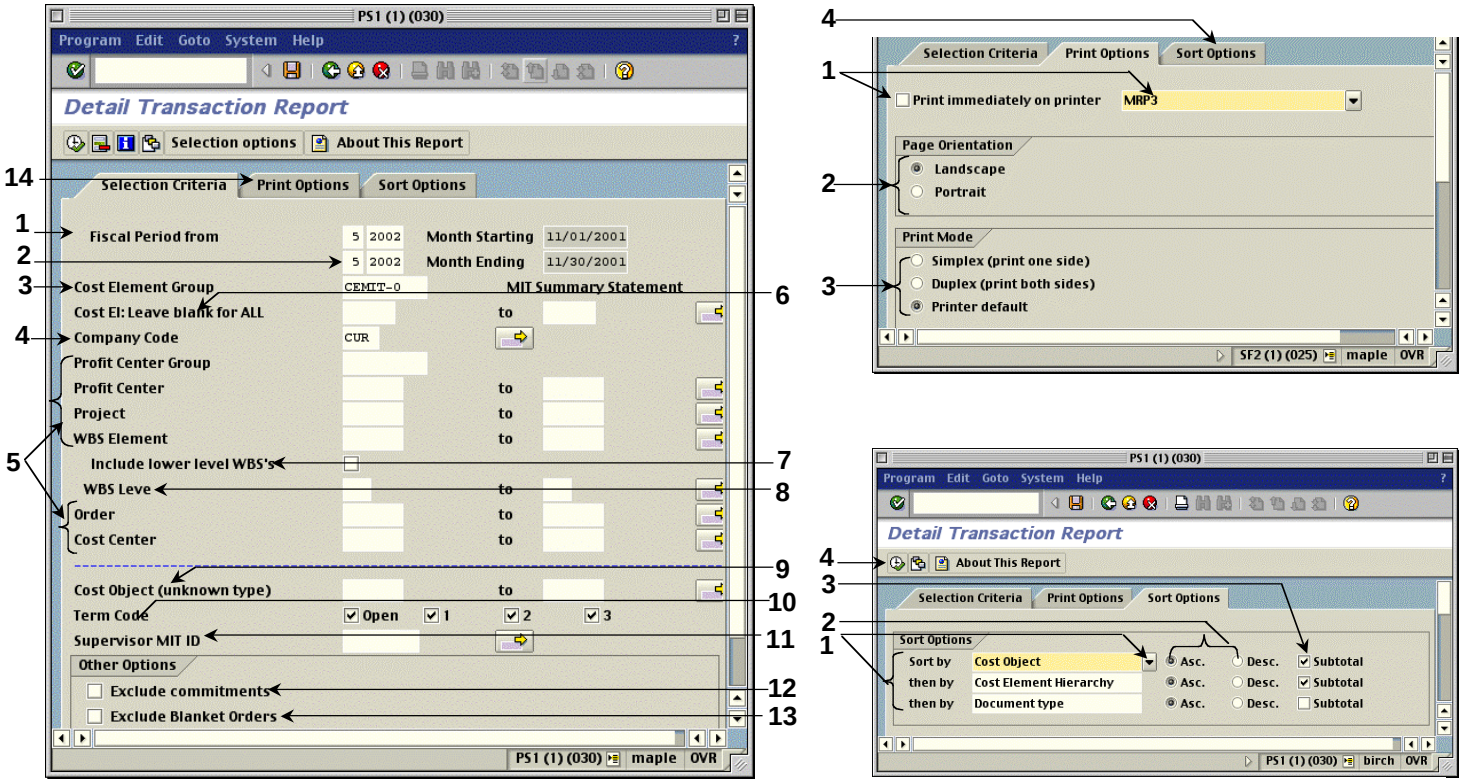
Detail Transaction Report (DTR) Quick Reference

Navigating to the Detail Transaction Report entry screen	From the "SAP Easy Access" screen, follow the navigation path: **User Menu➔ Role ZMIT➔ Reports➔ Detail Trans Report** Or use the transaction code: **/nzdtr**.



I. Complete the Selection Criteria Screen:

REQUIRED FIELDS

1. Enter beginning fiscal period and year.
2. Enter ending fiscal period and year.
3. Enter cost element group; CEMIT-0 is the standard DTR.
4. Select company code.
5. Enter profit center group, profit center (dept. # preceded by a "P"), project, or cost object(s) -- WBS element, internal order, or cost center.

OPTIONAL FIELDS

6. Enter individual cost elements. If left blank, all cost elements included in CEMIT-0 are included.
7. Check to see all lower WBS's under the WBS you entered.
8. To limit the WBS levels for the WBS element you entered, type in the level nos. 2-5.
9. Enter the cost object if you don't know whether it is a cost object, WBS, or internal order and press the Enter/Return key.
10. Click to include cost objects by term code; deselect to omit them.

    open = open for charges
    1 = active, but in the closing period
    2 = no longer in use
    3 = closed; no charges allowed
11. Enter the MIT ID of the supervisor to see all cost objects for the supervisor for which you have authorization.
12. Check to omit the Commitment Listing from the DTR.
13. Check to exclude blanket Pos from the Commitment Listing.
14. Click the **Print Options** tab.

II. Complete the Print Options Screen:

1. Check this field only if you want your report printed immediately but not displayed on the screen first. Enter the printer name on the right.
2. Page Orientation

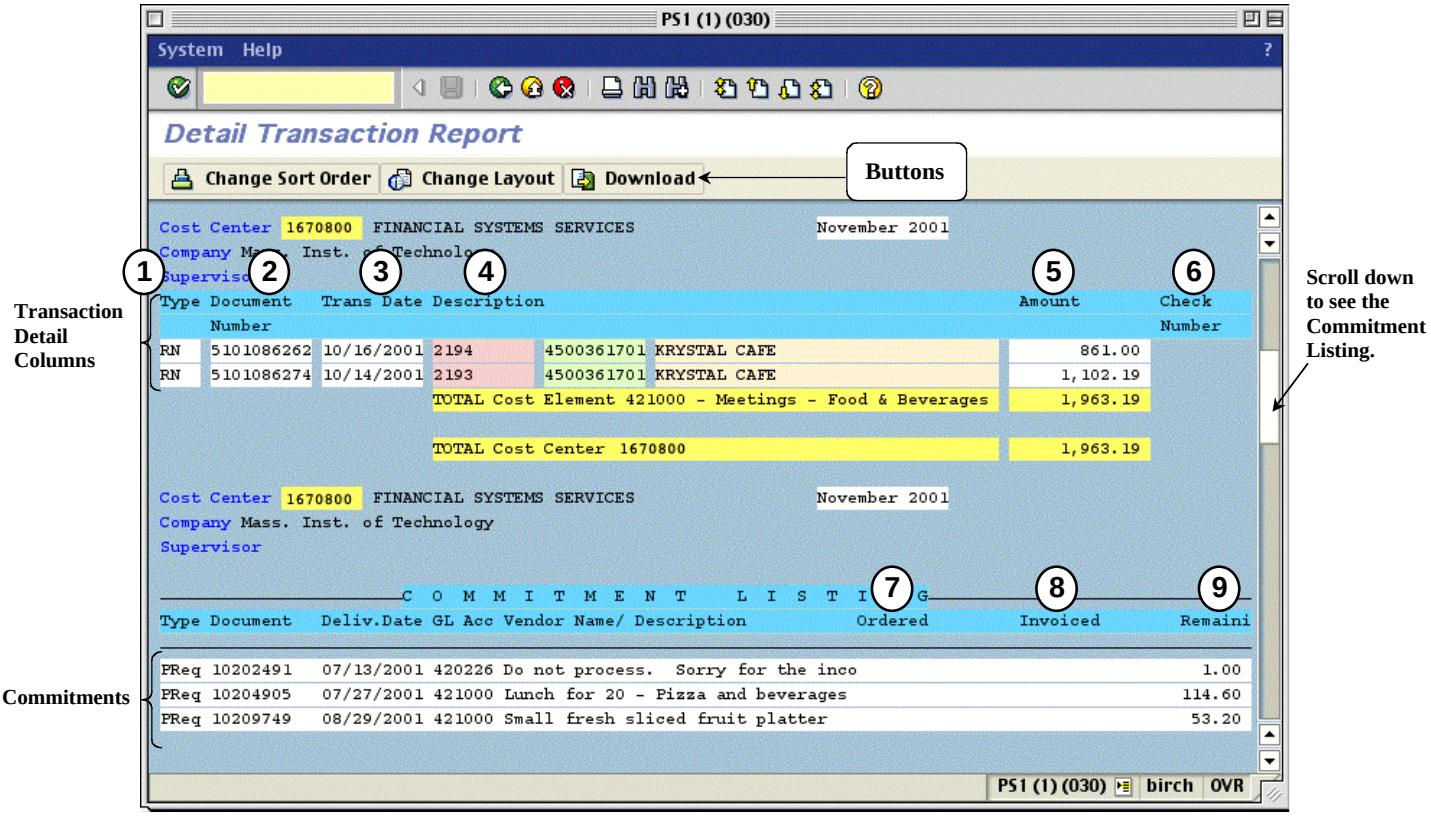
   Landscape prints the report horizontally (11 x 8 1/2).
   Portrait prints the report vertically (8 1/2 x 11).
3. Print Mode

   Simplex prints the report single-sided.
   Duplex prints the report double-sided (only on duplex printers).
   Printer default prints the report single or double-sided according to the default.
4. Click the **Sort Options** tab.

III. Complete the Sort Options Screen:

1. Click the Matchcode button (PC:) to the right of the field to select from a list of fields to sort on. You can sort up to three fields.
2. Click the radio button to the left of either ascending or descending.
3. Click the box to the left of Subtotal to have a subtotal on the sorted field.
4. Click the Execute button to run the report.

Reading the Detail Transaction Report


PS1 (1) (030)
System Help
Detail Transaction Report
Change Sort Order
Change Layout
Download
Buttons
Cost Center 1670800 FINANCIAL SYSTEMS SERVICES November 2001
Company Mass. Inst. of Technolo
Supervisc
1
2
3
4
5
6
Type Document Number Trans Date Description Amount Check Number
RN 5101086262 10/16/2001 2194 4500361701 KRYSTAL CAFE 861.00
RN 5101086274 10/14/2001 2193 4500361701 KRYSTAL CAFE 1,102.19
TOTAL Cost Element 421000 - Meetings - Food & Beverages 1,963.19
TOTAL Cost Center 1670800 1,963.19
Transaction Detail Columns
Scroll down to see the Commitment Listing.
Cost Center 1670800 FINANCIAL SYSTEMS SERVICES November 2001
Company Mass. Inst. of Technology
Supervisor
C O M M I T M E N T L I S T I N G
7
8
9
Type Document Deliv.Date GL Acc Vendor Name/ Description Ordered Invoiced Remaini
PReq 10202491 07/13/2001 420226 Do not process. Sorry for the inco 1.00
PReq 10204905 07/27/2001 421000 Lunch for 20 - Pizza and beverages 114.60
PReq 10209749 08/29/2001 421000 Small fresh sliced fruit platter 53.20
Commitments
PS1 (1) (030) birch OVR

Transaction Detail Columns (top of report)

1 Type of SAP document.

2 SAP posting document number, such as an SAP invoice number or a journal document number.

3 Document date.

4 Number identifying the transaction and a description of the charge.

5 Amount of the transaction.

6 Check used to pay the transaction.

Commitment Columns (bottom of report)

The Commitment section lists all line items of a purchase order, both open and closed, as of the run date of the report. Indicates total amount of blanket orders (if selected on the entry screen) and what remains on the purchase order.

7 Total amount of all line items originally ordered.

8 Total amount invoiced, including shipping charges and discounts.

9 Amount remaining on the purchase order.

Header Fields and Drill Downs

Cost object Click to display Master Data about the cost object.

Drill downs Click on any field in the Transaction Detail and Commitment columns (except totals) to see the related SAP source document for that transaction.

Buttons

Change Sort Order Lets you resort the DTR transaction listing, but not the Commitment section.

Change Layout Allows you to change the order of columns on the DTR transaction listing, but not the Commitment section.

Download Allows you to download the report to a spreadsheet.

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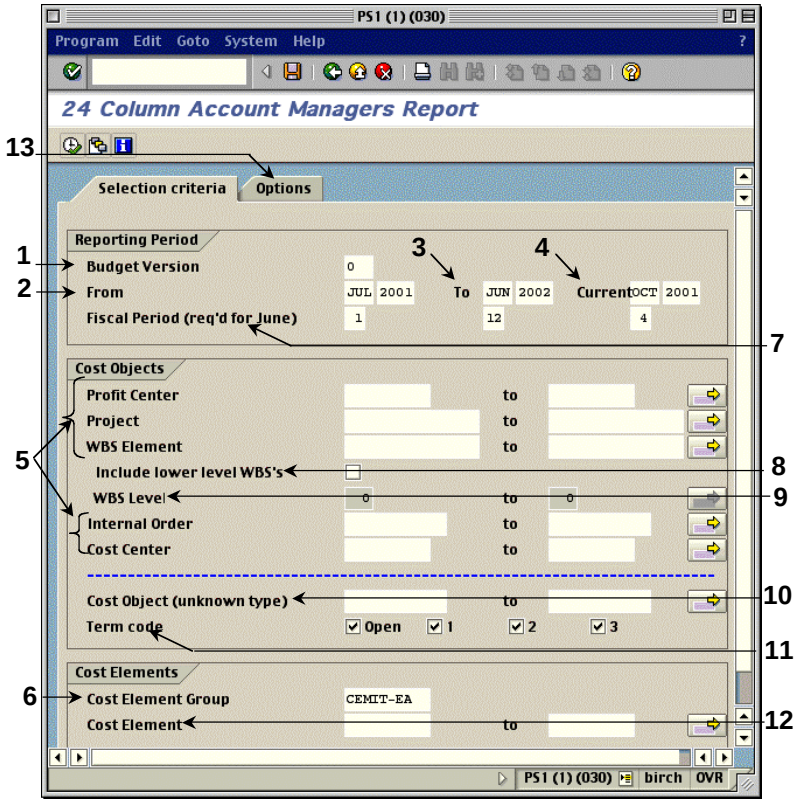
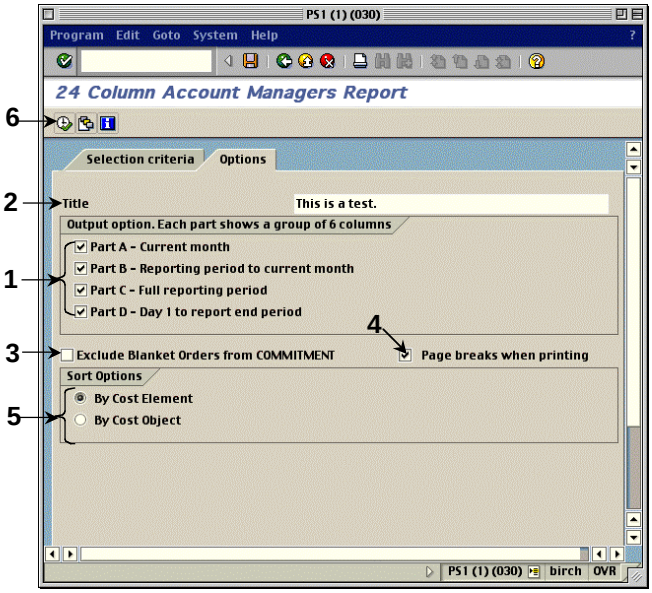
24 Column Account Managers Report Quick Reference

Navigating to the 24 Column Account Managers Report entry screen	From the "SAP Easy Access" screen, follow the navigation path: **User Menu➔ Role ZMIT➔ Reports➔ Account Mgr Report** Or use the transaction code: **/nza24**




PS1 (1) (030)
Program Edit Goto System Help
24 Column Account Managers Report
Selection criteria
Options
Title
This is a test.
Output option. Each part shows a group of 6 columns
Part A - Current month
Part B - Reporting period to current month
Part C - Full reporting period
Part D - Day 1 to report end period
Exclude Blanket Orders from COMMITMENT
Page breaks when printing
Sort Options
By Cost Element
By Cost Object
birch
OVR

I. Complete the Selection Criteria Screen:

REQUIRED FIELDS

1. Enter department budget or keep 0 (Institute budget).
2. Enter beginning fiscal period and year.
3. Enter ending fiscal period and year.
4. Leave current month and year or change them.
5. Enter profit center (dept. # preceded by a "P"), project, or cost object(s) -- WBS element, internal order, or cost center.
6. Enter cost element group; CEMIT-EA is the standard AMR.

OPTIONAL FIELDS

7. Enter 12-16 for June only. Use same closing period for all fiscal periods in June.
8. Check to report on all lower WBS's under the WBS you entered.
9. To limit the WBS levels for the WBS element you entered, type in the level nos. 2-5.
10. Enter the cost object if you don't know whether it is a cost object, WBS, or internal order and press the Enter/Return key.
11. Click to include cost objects by term code; deselect to omit them.
    open = open for charges
    1 = active, but in the closing period
    2 = no longer in use
    3 = closed; no charges allowed
12. Enter individual cost elements from the cost element group you entered to report on only those cost elements. Otherwise, all cost elements in the group will be shown.
13. Click the **Options** tab.

II. Complete the Options Screen:

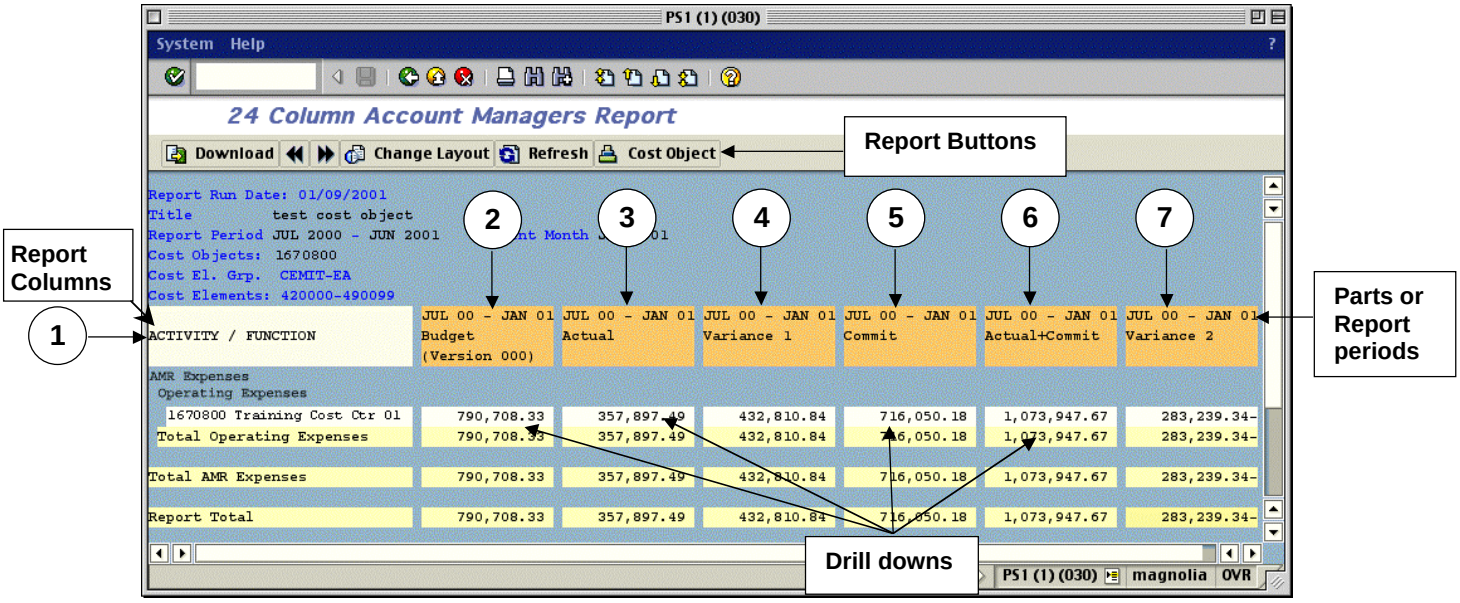
REQUIRED FIELDS

1. Click in the box to select the Part(s) or fiscal periods you want to report on.

OPTIONAL FIELDS

2. Type in a title for the report.
3. Check to exclude blanket POs from the Commitment Listing.
4. Check to print each cost object on a separate page if the report is sorted by cost object.
5. Click in the radio button to sort the report by cost element or by cost object.
6. Click the Execute button to run the report.

Reading the 24 Column Account Managers Report



Columns

Click on an amount under Col. 2 to see the budget listing. Click on an amount under Cols. 3, 5, and 6 to see detailed transaction information.

1 Lists the cost elements for each cost object run.

2 Amounts for the budget version you selected.

3 Actual Revenue or Expenses; any item posted to the cost object in the selected report period.

4 Net amount of Budget minus Actuals.

5 All open commitments for the report period based on the delivery date.

6 Actuals + Commitments.

7 Budget minus (Actuals + Commitments).

Buttons

Download	Allows you to download the report to a spreadsheet.
	Moves left 6 columns to the previous part (D-A)
	Moves right 6 columns to the next part (A-D).
Change layout	Rearranges the report columns.
Refresh	Reruns the report for up-to-date data.
Cost Object	Sorts by cost object or by cost element.

Parts or Report Periods

Use the buttons to move to as many parts or report periods as you selected on the entry screen. Each period is six columns and appears in this order if all are selected:

Part A Current month or the one you selected.

ACTIVITY / FUNCTION	JAN 01 Budget (Version 000)	JAN 01 Actual	JAN 01 Variance 1	JAN 01 Commit	JAN 01 Actual+Commit	JAN 01 Variance 2

Part B Beginning month of report period to the current month.

ACTIVITY / FUNCTION	JUL 00 - JAN 01 Budget (Version 000)	JUL 00 - JAN 01 Actual	JUL 00 - JAN 01 Variance 1	JUL 00 - JAN 01 Commit	JUL 00 - JAN 01 Actual+Commit	JUL 00 - JAN 01 Variance 2

Part C Full report period (beginning to ending months).

ACTIVITY / FUNCTION	JUL 00 - JUN 01 Budget (Version 000)	JUL 00 - JUN 01 Actual	JUL 00 - JUN 01 Variance 1	JUL 00 - JUN 01 Commit	JUL 00 - JUN 01 Actual+Commit	JUL 00 - JUN 01 Variance 2

Part D Beginning of the cost object to the ending month of the report period *(not recommended for cost centers)*

ACTIVITY / FUNCTION	CUMULATIVE Budget (Version 000)	CUMULATIVE Actual	CUMULATIVE Variance 1	CUMULATIVE Commit	CUMULATIVE Actual+Commit	CUMULATIVE Variance 2

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